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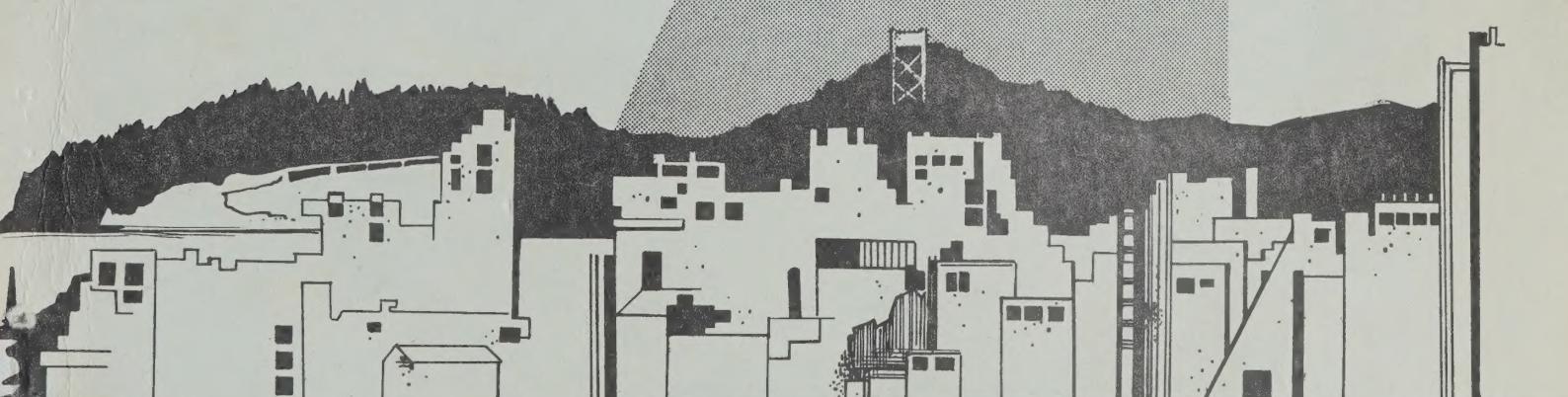
OCCUPATIONAL PROFILE

CITY OF SAN FRANCISCO

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August 1970



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OCCUPATIONAL PROFILE

City of San Francisco

State of California
Department of Human Resources Development
Coastal Area
Research and Statistics
745 Franklin Street
San Francisco, Calif. 94102
June 1969

SAN FRANCISCO OCCUPATIONAL PROFILE

Introduction

The San Francisco Occupational Profile is an effort to present in a single document, information about occupations and occupational fields open to the person who has not gone beyond high school. The Occupational Profile should be valuable to persons seeking an understanding of San Francisco's job market for workers without higher education. Manpower planners, seeking to gain a grasp of the important job fields available to their client groups, should find the Profile especially useful.

In selecting occupations to be covered in the Profile, emphasis was placed on entry-level and volume occupations. "Volume occupations" means those occupations where job openings are numerous because of high turnover or the size of the occupation or both. Further, emphasis was put on occupations that could provide employment for the job seeker with few skills and on occupations for which training is feasible under the manpower programs available to the city's residents. Not all occupations meeting these criteria are in the Profile, but the more than 70 occupations or occupational fields that are discussed represent a sizable proportion of such jobs. Further, to put the occupations into perspective with the entire San Francisco job market, the jobs discussed represent a majority of the city's skilled, semiskilled, and unskilled jobs, over 50 percent of the clerical jobs and the service occupations and most of the volume jobs found in retail trade. The only professional or technical level occupations discussed are Programmer and Licensed Vocational Nurse. None of the managerial occupations are covered, since that occupational group seldom, if ever, offers job opportunities for the newly-trained or minimally skilled job seeker. Overall, the jobs covered represent a minimum of seventy percent of those jobs below the supervisory level which are typically available to persons with high school (or less) education.

The Job Market: An Overview

Before discussing specific occupations, a brief look at the city's labor market as a whole will help to put the specifics in proper perspective. San Francisco, like most "core" cities, has an abundance of residents seeking low-skilled and unskilled jobs, and is easily characterized as a labor surplus area. Generally, the skills most in demand by the city's employers are not those possessed by its residents. Employers draw their employees from surrounding communities when the city's potential work force fails to meet their requirements, rather than ease their hiring qualifications, and draw from the city's labor supply. Currently, around 40 percent of the city's work force resides outside the city.

Job opportunities in San Francisco for the minimally trained worker do not generally result from the expansion of industries employing the lesser-skilled. Rather, jobs for these workers usually result from the need to replace other low skilled workers, who change job location or labor force status. Many of these jobs are temporary, low paying, low prestige, and highly vulnerable to shifts in the levels of activity in major sectors of the economy---for example, defense.

Developments now unfolding do not hold promise for changing this situation. Though San Francisco is not without growth industries, few of the jobs created are available to the worker lacking good academic or job skills; and, those that are, generally do not provide incomes sufficient to hold together a household. Replacement needs in existing industries will remain as the chief source of jobs for the lesser-skilled, and as an avenue for acquiring saleable job skills.

San Francisco's changing occupational mix will require more workers in occupations where the monetary rewards are for job knowledge, and fewer in occupations which reward physical exertion. Rapid expansion in the finance-insurance-real estate sector has resulted in growth in the professional and clerical group. In the services sector, job growth has principally occurred in business services, such as advertising, office services and accounting, and in medical services, with white-collar occupations again predominating. Medical services does include a number of occupations which require little or no specialized training, but many of these do not provide incomes adequate to maintain a household. Expanding government employment presents some opportunities for the unskilled, long-term unemployed, but here too, most of the growth has been in the professional and clerical fields.

In general, the long-established demand in the professional and technical occupations, which require considerable advanced education and training, continues and is strengthened by the growth patterns of the city's economy. The clerical field, which is also expanding, is dominated by women and, now representing 24 percent of San Francisco jobs, currently offers few job opportunities for men.

On the other hand, the manufacturing sector, where many semiskilled and unskilled men work and some women have found jobs, has declined in total employment in San Francisco. Technological developments have been reducing the proportion of unskilled workers required in the production process--factory jobs are becoming more specialized and technical. However, the turnover rate in manufacturing in San Francisco as elsewhere is relatively high, and just to replace those who have voluntarily left their jobs, manufacturers each year recruit about 35 workers for every 100 on their payrolls. More of these jobs, as well as those created by turnover in other sectors of the economy, could be made accessible to client groups through the combined efforts of industry and manpower agencies.

Economic Background

Total civilian employment in San Francisco passed the half million mark in 1966 and reached an estimated 525,700 by mid-1968. Employment in

the city has experienced moderate gains during the last decade-- total employment was 466,600 in 1958--but the rate of growth has been considerably slower than that of the Bay Area as a whole. Although San Francisco's job total continues to lead those of adjacent counties, its share of the Bay Area's job market is declining. Two industry groups, manufacturing and wholesale trade, have had significant job losses over the past decade-- together these groups accounted for a loss of over 13,000 jobs since 1958. As plants and warehouse capacity became inadequate and facilities obsolescent, many firms abandoned the old buildings in the city to relocate in modern industrial complexes elsewhere. At the same time, however, an office building boom, unparalleled in the history of the city, has been occurring.

San Francisco provides headquarters for many finance, transportation, manufacturing, and government establishments. The city is the locus for two out of every three jobs in the Bay Area in the finance group of industries, which includes banking, credit and securities, as well as insurance and real estate. Employment in that group, 64,200 in 1968, is exceeded only by the trade, service and government sectors. Additionally, many of the jobs, in sectors other than finance, are in administrative headquarters, and require skills similar to those demanded in the finance sector. Over the last ten years the rate of job growth in the finance industry group, at 37 percent, exceeded that of any other sector of San Francisco's economy. A relatively static population level in San Francisco has retarded expansion in the industries tied most directly to population growth, such as retail trade, residential construction, personal and transportation services, utilities and government. While expansion has been occurring in San Francisco in the latter groups, the rate of growth has been low compared with the experience of neighboring counties, all of which had marked population gains. For example, government employment more than doubled over the last ten years in Contra Costa, San Mateo and Marin Counties, while San Francisco's government job total advanced by less than one third. Comparing population growth in San Francisco (one percent) with employment growth (10 percent) in the city since 1960, it is clear that there has been a significant increase in the number of residents of surrounding counties who commute to "The City" to earn their livelihood.



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ESTIMATED TOTAL EMPLOYMENT
IN
SAN FRANCISCO COUNTY
JULY 1958-1968
(IN THOUSANDS)

	JULY 1958	JULY 1959	JULY 1960	JULY 1961	JULY 1962	JULY 1963	JULY 1964	JULY 1965	JULY 1966	JULY 1967	JULY 1968
TOTAL - ALL INDUSTRIES	466.6	472.1	475.9	476.7	482.1	484.3	491.1	491.1	507.4	515.1	525.7
AGRICULTURE	-	-	-	-	-	-	-	-	-	-	-
MINERAL EXTRACTION5	.5	.4	.4	.3	.2	.3	.4	.3	.3	.3
CONSTRUCTION	21.0	20.9	19.8	20.0	20.9	22.0	21.8	19.9	22.1	21.2	21.5
MANUFACTURING	69.1	69.5	68.9	66.1	64.9	64.1	64.2	60.7	61.7	60.1	60.2
DURABLE GOODS	23.7	24.0	23.3	21.4	20.8	20.3	20.1	17.8	18.3	17.5	17.7
LUMBER & FURNITURE	3.0	3.3	3.0	2.7	2.7	2.5	2.4	1.6	1.7	1.6	1.6
PRIMARY & FABRICATED METALS	7.9	7.9	8.0	7.8	7.6	8.2	8.3	7.6	6.9	7.2	7.2
NONELECTRICAL MACHINERY	3.5	3.7	3.6	3.2	3.1	2.9	2.9	3.0	2.7	2.5	2.5
ELECTRICAL MACHINERY	1.5	1.4	1.4	1.4	1.4	1.2	1.0	.8	1.0	1.1	1.1
TRANSPORTATION	4.1	4.1	4.0	2.9	2.6	2.2	2.5	1.8	3.1	2.8	2.9
OTHER DURABLES	3.7	3.6	3.3	3.4	3.4	3.3	3.0	3.0	2.9	2.3	2.4
NONDURABLE GOODS	45.4	45.5	45.6	44.7	44.1	43.8	44.1	42.9	43.4	42.6	42.5
CANNING & PRESERVING	3.1	2.9	3.2	3.0	3.1	3.4	3.7	3.6	3.9	3.9	3.9
OTHER FOOD	13.3	13.4	13.4	13.0	12.4	12.2	12.1	11.4	11.8	11.2	11.2
TEXTILES & APPAREL	7.9	8.0	8.1	8.0	8.0	8.0	8.0	8.0	8.7	8.5	8.3
PAPER & PRINTING	14.5	14.7	15.0	14.9	14.8	14.4	14.6	14.3	13.2	13.2	13.3
CHEMICAL & PETROLEUM	5.9	5.9	5.3	5.2	5.2	5.2	5.2	5.2	5.3	5.4	5.4
OTHER NONDURABLES7	.6	.6	.6	.6	.6	.5	.4	.5	.4	.4
TRANSPORTATION, COMMUNICATION, & UTILITIES	55.1	54.7	55.0	53.5	53.2	52.6	52.4	53.9	57.1	59.7	60.4
TRADE	111.8	112.5	112.0	112.0	111.6	111.2	110.8	108.2	107.9	108.0	108.8
WHOLESALE	49.1	48.8	48.7	49.1	49.1	49.0	47.3	45.5	44.6	44.6	44.7
RETAIL	62.7	63.7	63.3	62.9	62.5	62.2	63.5	62.7	63.3	63.4	64.1
FINANCE, INSURANCE, & REAL ESTATE	46.8	49.0	52.3	53.2	54.7	55.2	57.4	58.0	59.0	61.2	64.2
SERVICES	90.3	92.8	95.5	98.3	101.5	103.5	106.5	108.0	110.1	113.9	116.8
GOVERNMENT	71.5	71.7	71.5	72.7	74.5	74.9	77.1	81.3	88.4	89.9	92.7
ALL OTHER5	.5	.5	.5	.5	.6	.6	.7	.8	.8	.8

SAN FRANCISCO OCCUPATIONAL PROFILE

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COMMENTS

CLERICAL OCCUPATIONS

Clerical jobs exist throughout the business community. The largest number of these jobs are found in the finance-insurance-real estate sector, where nearly one-half of the more than 60,000 workers are clerical, followed by government and the services sectors, which employ an estimated 20,000 clerical workers each. In San Francisco clerical jobs are concentrated in the industries which have the greatest growth potential and account for an increasing proportion of all the city's jobs.

Most clerical jobs are traditionally considered female occupations. Employee turnover is especially high among clerical workers because many young women take clerical jobs for only a few years and then leave the labor force to remain at home and care for their families. There is little unionization of clerical workers.

The categories for workers in the clerical occupations are as varied as the duties performed. There are File Clerks, Payroll, Billing and Accounting Clerks, Cashier Clerks, Order, Stock, Shipping and Receiving Clerks, to name a few. Each classification requires a specialized skill or aptitude. For example, those working as payroll, billing and accounting clerks must be precise and meticulous in posting and computing figures; those working as cashier clerks must have the ability to quickly and accurately make computations; and those working as file clerks must pay particular attention to order and sequence of items, either by numerical or alphabetical progression.

Typing has always been required in many clerical jobs, but the trend is toward including typing as a part of even more clerical occupations. Also, most San Francisco employers now have electric typewriters and are requiring faster typing speeds. Employers are usually unwilling to let jobseekers with only manual typewriting experience learn to use the electric machines on the job. An ever-increasing number of San Francisco employers are testing clerical job seekers. Large firms have been testing for typing and shorthand for a long time, but now many small employers are also initiating clerical testing.

COMMENTS

CLERK TYPISTS

One of the major clerical jobs is that of CLERK TYPIST--several thousand are employed in San Francisco. Employers are increasingly asking typing speeds of over 60 words per minute; if the requirement is lower, there are often other selection factors such as Saturday work, bookkeeping skill or one-girl office responsibility.

Few jobs are straight typing--those that are, are usually statistical or copy typing. The Clerk Typist job generally consists of less than fifty percent typing, with a variety of other clerical tasks taking up the nontyping time. In addition to typing skills, a Clerk Typist usually is required to know how to use standard office machines--most typically the 10-key adding machine. Employers frequently ask for mathematical aptitude. An accent is often a handicap to finding a Clerk Typist job as telephone work may be a part of the job.

Typing speed and other job performance factors usually take precedence over educational or experience requirements. Employers are hiring inexperienced applicants if typing skills are good, and will waive the demand for high school graduation if the Clerk Typist meets other job requirements. There is a definite shortage of applicants typing 60+ wpm and this shortage will continue. There is a very large surplus of job seekers typing less than 50 words per minute. Applicants with spotty work histories have great difficulty finding jobs, as do older workers. Many employers are hiring on a temporary basis until they can find workers with desired qualifications; often this is done through a labor contractor--a temporary agency. These temporary jobs are one way that a recent entrant to the labor market can gain access to a job and employer acceptance.

Most Clerk Typists work a $37\frac{1}{2}$ to 40 hour week on an eight-to-five schedule. Wages vary depending on the employer, industry and duties performed; the usual range is from \$350 to \$475 a month.

COMMENTS

CLERKS, GENERAL AND CLERKS, GENERAL OFFICE

Two major occupations in the clerical field are CLERK, GENERAL and CLERK, GENERAL OFFICE—not to be confused as the same occupation. A CLERK, GENERAL performs a number of simple, routine clerical tasks under close supervision. The Clerk, General is one of the largest entry-level clerical occupations in the city, with around 4,000 employed. Four out of five of these jobs are held by women; undoubtedly, the occupation is unattractive to men seeking entry into the clerical field because of its low wages—usually about \$350 a month. When openings occur, they are filled immediately. There is an extremely large number of women who have few, if any, clerical skills or little or no work experience seeking employment in this occupation. Most of these are young women, but a sizable number of women over 60 years of age are also seeking this work.

Clerk, General jobs provide an opportunity for an unskilled worker with an interest in, and an aptitude for, clerical work to develop clerical skills on the job. When hiring in this occupation, most employers will hire inexperienced workers and train them on the job. The possibility for promotion to higher-level clerical jobs is quite good; for example, as a Clerk, General develops skills and a knowledge of clerical functions, she may become a clerk-typist.

Employers prefer applicants who can do a little typing. The majority of employers require high school graduation. Employers can afford to be very selective because of the large supply of applicants. Many employers are giving various kinds of tests to applicants—the trend is toward expanded use of testing when hiring in the clerical field. An applicant must speak English, be able to spell, and have a neat appearance. The federal government, which will accept non-high school graduates by substituting experience for high school education on a year-for-year basis, hires many workers in this occupation.

A great many Clerks, General are employed in banking and insurance with fewer scattered throughout other industries. The occupation is seldom found in small establishments, since there has to be a fairly large volume of clerical work in order to break out the simple clerical tasks from the work of a skilled clerical worker. Further, sophisticated office machines or electronic data processing systems can eliminate many of the simple tasks that make up the Clerk, General job—for example: sorting and filing records, copying information from one document to another, addressing and stuffing envelopes. Since Clerk, General jobs are most typically found in large firms, and since it is the large firm that is most likely to be installing new,

COMMENTS

advanced equipment and data processing systems, the occupation will account for a declining proportion of new clerical jobs. But for many years this will remain an important occupation in San Francisco.

Unlike the Clerk, General, the CLERK, GENERAL OFFICE works under only limited supervision—a one-girl office usually has a Clerk, General Office—and she must have a knowledge of a full range of clerical systems and procedures. Clerk, General Office is a major occupation in the clerical field—well over 7,000 are employed in the city. It is not considered an entry-level job. Access to the occupation is usually from lesser-skilled clerical occupations such as Clerk, General or Clerk-Typist. The vast majority of the Clerk, General Office jobs are held by women. A man may work in the occupation temporarily as a step in a management training program, and some ex-servicemen, who had clerical experience in the military, take jobs in the occupation.

The specific duties in the occupation can differ greatly from job to job, but, in general, a Clerk, General Office performs a variety of responsible clerical duties—preparing payrolls, invoices and checks, for example. Most employers require high school graduation and local work experience. Further, many employers want an applicant's prior experience to have been in a particular industry, such as printing, freight, insurance or finance. Good typing skills (most employers specify 45 wpm) and the ability to use adding machines and other office equipment are usually required.

Because employers are very selective as to specific experience, there is a supply of well-qualified, experienced applicants who do not match current job openings. Also there is a large group of applicants who, though otherwise well-qualified, do not type. Employers are not paying salaries commensurate with skills required—from \$350 to \$450 a month. Clerks, General Office are most commonly found working for wholesale firms, manufacturers, and all types of small offices. Industry groups where these jobs are generally found are those with little potential for employment growth in San Francisco.

COMMENTS

SECRETARIES AND STENOGRAPHERS

One of the highest skilled, and highest paid, clerical occupations is that of SECRETARY. About 14,000 Secretaries are employed in San Francisco, with a high concentration of these jobs in the Financial District. A Secretary takes dictation, types, schedules appointments, screens and gives information to callers, and otherwise relieves business officials of clerical work and minor administrative and business detail. If there are other clerical workers in the office, the Secretary may act as their supervisor. Male secretaries are not unheard of, but represent less than two percent of the city's employed Secretaries; male Secretaries are more common on the East Coast.

Employers require typing skills of 55 to 60 words per minute and shorthand at 90 to 100 words per minute. Electric typewriters are more common now than manual typewriters. Transcribing machines are also being used by more employers now than in the past. High School graduation is usually required. Employers generally prefer an experienced applicant--although they shy away from an unstable work history--but, frequently, good skills, appearance and personality are more important than years of experience. The graduate of a business school or junior college commercial course who possesses these attributes is definitely in demand. The more typical path to a secretarial job, though, is to begin as a Stenographer.

Because a Secretary represents her employer to the public, good grooming and a pleasant personality are very important to the employer. The employer may judge these characteristics by the manner in which the applicant presents herself at the employment interview. Employers are very selective when hiring. There is a long-term unmet demand for qualified Secretaries and, knowing this, the qualified job seeker, employed or unemployed, is also often very selective. There is a surplus of applicants seeking secretarial work who are under-skilled or who do not meet employers' standards of grooming or personality.

A Secretary's salary is, to a great extent, contingent on the position of the individual for whom she works; the secretary to the president of a large company receives a higher salary than the secretary to the manager of a small branch office. The salary range for Secretaries in San Francisco is between \$440 and \$700 a month. The working hours are usually 8 a.m. to 5 p.m. When seeking work, Secretaries rely primarily on public and private employment agencies and newspaper want ads.

COMMENTS

Two specialized types of Secretaries should be mentioned: the Legal Secretary and the Medical Secretary. A LEGAL SECRETARY, in addition to the skills required of a regular Secretary, must have a knowledge of legal terminology, and of procedures for handling legal documents and court papers. Often she is required to be able to type from a dictaphone recording. Legal Secretaries are higher paid, as a general rule, than a regular Secretary with similar skills and responsibilities. The working hours for the majority of jobs are from 9 a.m. to 6 p.m.

Job leads are obtained from legal newspapers such as "The Recorder", in addition to the usual sources. Also, the San Francisco Legal Secretaries Association offers a free placement service to members.

The MEDICAL SECRETARY must, in addition to the regular secretarial skills, have a knowledge of medical terminology, medical office procedures and medical insurance forms. High school graduation plus one year of recent experience or special schooling are almost always required, as is the ability to use a transcribing machine. If the job is in a doctor's office, some bookkeeping may be required. Medical Secretaries are not generally as highly paid as Legal Secretaries, but salaries are higher than those of a regular Secretary. Medical Secretary jobs are usually 8:30 or 9:00 a.m. to 5:30 or 6:00 p.m.; some jobs require one-half day's work on Saturday.

There are nearly 4,000 STENOGRAPHERS employed in San Francisco. Their jobs are found in the same industries and types of firms as secretarial jobs, with larger establishments more likely to employ Stenographers. As with Secretaries, there has been a shortage of skilled Stenographers in San Francisco for a number of years.

The Stenographer's primary duties are typing and taking and transcribing dictation for one or more persons. If she is not working in a stenographic pool, she usually performs various routine clerical tasks. Employers require a typing speed of 50 words per minute and shorthand at 80 words per minute with, of course, good accuracy—most employers test applicants. High school graduation is usually required and ability to use a transcribing machine is occasionally required. The salary range for regular Stenographers is from

\$400 to \$500 a month. Medical and Legal Stenographers generally receive a somewhat higher wage than the regular Stenographer.

The job as a Stenographer is an entry level job: experience can be gained on this job that can be used to move into the higher-paid secretarial field.

The outlook for Secretaries and Stenographers is quite good, since growth is expected in the industries which employ most of them--finance, insurance, government and head-quarter offices of all types of industries. The automation of various office functions will not affect the content of the Secretary's job or the number of Secretaries required. It will be many years before the Stenographer's job is seriously affected by such recent innovations as the automatic typewriter.

COMMENTS

PROGRAMMERS

COMMENTS

The concentration of data processing activities has produced a fairly sizable number of PROGRAMMER jobs in San Francisco. Most of these jobs are for Programmer, Business, rather than Programmer, Scientific and Engineering; the latter job almost always requires a college degree.

The greatest demand for Programmers, Business--the occupation under discussion here--is for applicants with two or three years experience. Jobs do exist for high school graduates who have had institutional training as a Programmer, Business (non-high school graduates with mathematical aptitude and reasoning have also successfully completed institutional training as Programmers). But most San Francisco employers, when hiring a person with no actual experience as a Programmer, want a college graduate preferably with a degree in mathematics or a related field. They train these graduates on the job.

The Programmer Trainee (the high school graduate or non-graduate who has completed an institutional programmer course of usually six months duration) must also have on-the-job training before being able to function as a Journeyman Programmer. Although institutional training is an effective way of learning theory, time must be spent working with a machine before a worker becomes a fully qualified Programmer. A wide variety of equipment and machine languages is in use and employers usually want experience to have been with a specific machine and a specific machine language. A large number of San Francisco employers are giving applicants I.B.M.'s Programmer Aptitude Test (PAT).

Currently, there is a surplus of Trainees and an unmet demand for experienced Programmers. However, there is an indication of employers relaxing their rigid experience requirements, and more job opportunities for Trainees are occurring. Jobs in this occupation pay well, are steady and offer some advancement opportunities--a Programmer can work up to senior Programmer or Systems Analyst positions. Less than one-third of those employed as Programmers are women. Employers show no hesitancy to hire women as Programmers; however, it is reported that some employers appear reluctant to promote a woman to Senior Programmer or Systems Analyst.

While the future for Programmers in San Francisco at first glance would appear promising--with anticipated growth of headquarters operations, banking and centralization of data processing here--technological advancements are decreasing the need for Programmers. Problem-oriented machine languages are making programming faster, and the continuing development of general purpose programs greatly reduces the need for a Programmer's time.

COMMENTS

KEYPUNCH OPERATORS

Several thousand KEYPUNCH OPERATORS are employed in the city, many in the finance and insurance industries. The trend in the business community is to centralize record-keeping functions regionally or nationally and to make increasing use of electronic data processing. At the present time, these operations usually require the use of Keypunch Operators. San Francisco is the home or regional office for many banking institutions, insurance companies, manufacturers and wholesalers. Keypunching jobs are also found in government, including educational facilities, and in some large department stores and data processing service firms.

Most Keypunch Operators are women. The wage paid is higher than that of a clerk-typist but below that of a secretary-- generally from \$400 to \$550, depending on qualifications. Most employers prefer six months on-the-job experience; more important to employers is an applicant's skill and speed-- 7,500 strokes an hour minimum for a trainee and 12,000 strokes an hour for an experienced Keypunch Operator. A number of schools, both private and public, have instituted training courses (some funded by MDTA) in the occupation and these are now the chief sources of new Keypunch Operators.

Government employers and most nongovernment firms with large installations in the city, will, at times, hire a good trainee (a person who has completed a keypunch course but has had no on-the-job experience), however, the beginning wages are relatively low. One of the major government employers gives tests periodically for totally inexperienced, untrained "card punch" operators and these workers receive on-the-job training as Keypunch Operators.

EDP facilities almost always are around-the-clock operations, so night shift work is not unusual. These are the jobs employers have the most difficulty filling, particularly if the firm is located in an undesirable part of the city. Work loads of EDP firms vary from day to day, making part-time and short-term jobs available. These jobs are an excellent way for a trainee to gain on-the-job experience.

The current San Francisco labor market for experienced operators fluctuates, but it is generally fairly good. Outlook over the long-run is not particularly promising, however. It is believed that as optical scanning equipment becomes more sophisticated, its use will become extensive, greatly reducing the need for Keypunch Operators.

COMMENTS

BOOKKEEPING OCCUPATIONS

The job title "BOOKKEEPER" encompasses a wide range of skill levels, from the FULL-CHARGE BOOKKEEPER who maintains a full set of books (at least through the trial balance) to the worker whose job combines minor bookkeeping functions with other job duties as, for example, the Cashier-Bookkeeper. In recent years a trend has developed, breaking down the bookkeeping job into routine clerical tasks, so that demand for Full-Charge Bookkeepers has lessened. While there is an ever-mounting volume of record-keeping tasks associated with modern business, advances in techniques for processing information are reducing the need for bookkeepers.

The change-over from hand bookkeeping to machine bookkeeping, and from electric machine bookkeeping to electronic data processing, continues. This pattern has been particularly evident in large organizations and is now spreading to small firms. Data processing services are readily available through various banks and data processing firms--a firm need not have its own equipment. Although the days of the hand Bookkeeper are numbered, there will continue to be jobs for the highly qualified Full-Charge Bookkeeper for many years to come. In San Francisco the supply of qualified applicants is sufficient to meet employers' needs for both Hand and Machine Bookkeepers.

There is a definite surplus of ASSISTANT BOOKKEEPERS, and job openings that occur usually require additional skills, such as typing, and include a wide variety of clerical duties not formerly performed by Assistant Bookkeepers.

Employers hiring BOOKKEEPING MACHINE OPERATORS want, and are getting, workers experienced on specific makes and models of machines. Employers generally are not willing to train an operator with experience on one machine to use another model. Some employers hire applicants who have completed a training course for Bookkeeping Machine Operators, provided they were good students with high grades. But generally, a worker lacking on-the-job experience will have a very difficult time finding work in the occupation. Some employers train Hand Bookkeepers already in their employ to operate the bookkeeping machines while on the job, rather than hire trainees. There is a definite decline in this occupation--a trend that is expected to continue.

RETAIL SALES OCCUPATIONS

Employment in San Francisco's retail stores has not expanded during the past decade as it has in the other Bay Area counties. The Bay Area's population growth has occurred outside of San Francisco, and new suburban shopping centers are attracting an ever-increasing number of shoppers, many of whom might otherwise shop in downtown San Francisco.

Recently, downtown merchants report a slackening in business due, they believe, to construction work on the Bay Area Rapid Transit system (BART), which has disrupted auto, bus and foot traffic on Market Street. This condition will probably continue for the next few years. The planned Market Street Mall, recently approved by the city's voters, will give a boost to the retailers along Market Street as should BART, once it is in operation. Retail trade is, of course, seasonal, with the peak employment level occurring during the Christmas season. September back-to-school sales bring a lesser flurry of retail store hiring.

The majority of the retail stores in San Francisco are union, and most SALES CLERKS and SALESPERSONS are members of a Retail Clerk's Union. However, most employers hire salespeople, union members as well as nonmembers, directly from "walk-ins" or from the Department of Employment. Nearly all of the city's large retail stores give a written test (emphasis on arithmetic) to applicants for sales positions. Employers prefer high school graduates but are flexible on this, as on prior sales experience--it is preferred, but not rigidly required. At least as important as education and experience are personal characteristics, such as grooming and personality. The large well-established department stores prefer to hire on a part-time or on-call basis. Outside of the downtown area, stores are staying open more nights a week, and some (notably discount stores) are open on Sundays. Many applicants restrict themselves out of either situation.

COMMENTS

There are well over 10,000 Sales Clerks and Salespersons (not including salesmen working off the premises) employed in San Francisco's retail stores. SALES CLERKS, who work primarily in drug stores, discount stores, and variety stores, do not need to be versed in sales techniques, since their job mainly involves helping customers locate items and receiving payment for the items selected. An exception to this is the Drug Clerk, working behind the cosmetics or pharmacy counter, who is required to have more knowledge

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of the merchandise and may receive up to \$2.82 an hour.

Sales Clerk is usually an entry-level job with a high rate of turnover. High school graduation is preferred by most employers. There is a surplus of high school graduates without work experience who will accept these positions, often part-time or on-call and usually paying \$1.65 an hour. There is also a surplus of experienced Sales Clerks. The surplus is not expected to diminish in the near future, as this is not an expanding occupation. Self-service is taking over many of the traditional functions of the Sales Clerk.

SALESPERSONS, those usually employed in department stores or specialty shops, work on the sales floor, in contrast to the Sales Clerk who usually works behind a counter. The degree of salesmanship and knowledge needed differs not only with the quality, but also the quantity of merchandise handled, as do the Salesperson's wages. However, essential for all applicants is "sales personality" and good grooming.

Most jobs for Salespersons are on-call, part-time, split-shift, or require some night work. Even with these undesirable aspects, there are enough available experienced applicants for general merchandise sales jobs to meet employers' needs. Employers do have some difficulty finding well-qualified Shoe Salespersons; and, although there is a surplus of experienced applicants seeking work as Woman's Apparel Salespersons, an applicant with high-quality experience can usually find work rather quickly.

Union wages for salespersons are from \$1.795 to \$2.11 an hour to begin, and after 65 days range from \$2.215 to \$2.87 an hour, depending on the merchandise or department assigned. Nonunion wages usually range from \$1.75 to \$2.00 an hour. Salespersons in many departments, such as women's apparel, cosmetics, men's clothing, shoes and appliances ("big ticket" sales), receive commissions in addition to their hourly wage, sometimes substantially increasing their annual wages.

COMMENTS

GROCERY CHECKERS

Over 2,000 GROCERY CHECKERS are employed in food stores in San Francisco. Although the number of such firms has steadily decreased in the past few years, employment has increased and is expected to remain at its current level with little future growth anticipated. There is only a moderate turnover within the occupation, and an adequate supply of fully-qualified applicants exists.

The percentage of men in the occupation is becoming greater as duties away from the checkstand involving lifting (stocking shelves and handling merchandise, for example) continue to increase. A man Checker spends about fifteen percent of his workday at the checkstand--a woman Checker spends about ninety percent.

Most Grocery Checkers in San Francisco are members of the Retail Clerks Union, No. 648 and nearly all markets operate under a union contract. Journeymen and Apprentice Checkers are selected by the major employers from applicants the union refers to them. The union dispatches members and nonmembers according to their date of registration, and a nonmember has 31 days to join the union after being hired by a union establishment. Except for the largest food store chain (they hire through a central location), hiring is done by the individual store managers.

Entrance to the job of journeyman Grocery Checker is through one year's experience--verified Checker experience with a local nonunion employer or with an employer, union or not, outside of San Francisco--or through an on-the-job training program of 2,080 hours. When hired, on-the-job trainees are designated by union contract as Apprentice I through IV, indicating pay level, according to verified hours of experience.

The firm which employs nearly one-third of the Grocery Checkers in San Francisco is the only firm with a formalized training program. The employer's requirements for this program are: 18 years of age; high school graduation or the equivalent; residence in the immediate area for one year; height for men, 5' 5" to 6' 2" with proportionate weight; no physical restrictions; bondable; good references and no criminal record. Screening and testing of prospective applicants for this employer are done by the California Department of Employment. Fifty percent of those applying to the Department for testing fail either to meet the employer requirements or to pass the general aptitude test.

COMMENTS

Most other employers have no minimum requirements as to age or education but do require a pleasing personality, neatness, and good physical condition with no major handicaps. Some major employers give a general aptitude test only when hiring a number of new employees for a new store.

Some workers wishing to enter the occupation of Grocery Checker attend a marketing school--this is costly to an individual and does not assure a job at the end of the training.

In San Francisco, there are Student Clerks--there are no courtesy clerks (baggers) as there are in other areas of the Bay Area. A worker in this category must be a student and may not work over 26 hours a week for a period of 13 weeks, then automatically becoming an "Apprentice I".

Journeymen Checkers receive \$3.635 an hour and work a basic 40 hour week. Apprentice Checkers I receive 60 percent of the journeyman's wage with a ten percent raise each four months or 520 hours worked. Student Clerks receive five cents less an hour than the Apprentice I. Grocery Checkers are usually fully employed 12 months of the year.

COMMENTS

OCCUPATIONS IN FOOD PREPARATION AND SERVICE

San Francisco leads all other Bay Area counties in the number of Food Preparation and Service jobs. Most of the workers in these jobs (numbering nearly 18,000) are found in restaurants, with hotels, medical facilities, and school cafeterias also employing sizable numbers of these workers. The industry has shown some growth over the past few years. Employment in most kinds of restaurants does not fluctuate with changes in the seasons in San Francisco, but does tend to reflect the cyclical movements of the economy as a whole. Employment in hotel restaurants, however, does experience some seasonal fluctuations; employment drops after the Christmas holidays, then picks up again when conventions and tourists come to the city.

Many restaurant employees work $7\frac{1}{2}$ hours out of an 8 hour shift, while some work a split shift of $7\frac{1}{2}$ hours within 12 hours, so that they are working at rush hours. Jobs usually involve weekend work. Part-time work or extra shifts are common. Employers usually provide and launder uniforms, if uniforms are required. Food preparation and service workers are highly unionized in San Francisco, usually belonging to one of the five local unions affiliated with the Hotel and Restaurant Employees and Bartenders International Union.

There is a formal apprenticeship program under the auspices of a Joint Apprenticeship Committee for Cooks, but for other occupations there has until recently been only informal, on-the-job training. However, last fall the first formal effort to get more minority workers into the food preparation and service industry was sponsored by the city's culinary unions and hotel and restaurant associations. Through funding by a Federal grant, trainees were given instruction at John O'Connell Vocational School and then on-the-job training at regular union wages. The program ended in December. Another expanded program is to be undertaken this spring. Training is to be provided for all food preparation and service occupations, with the exception of dishwasher and porter.

COMMENTS

COOKS

There are over 4,000 COOKS working in San Francisco and their role in food preparation varies considerably. Some are dinner cooks, vegetable cooks or fry cooks; some function as executive chefs or sous chefs; some are short-order cooks who prepare a simple meal or snack from start to finish. The majority of Cooks in San Francisco are men; most employers regard the job as too strenuous for women.

Since there is no longer a sufficient number of both Continental-trained chefs who have learned their work through Europe's renowned apprenticeship system and Cooks who can prepare meals from raw, unprocessed foods, a shortage of first-class Cooks frequently prevails in San Francisco. In San Francisco there is very little turnover among Cooks in established "better" restaurants. The union states that increased fringe benefits have tended to greatly stabilize the industry's employment level.

Most employers hire a worker primarily on his ability to do the work, with age and educational attainment clearly secondary. However, a few employers prefer men over 30. Military cooking experience is not considered qualifying by most employers.

This is a highly unionized occupation, and most Cooks are members of the Cook's Union, No. 44. Experienced Cooks generally seek work through the Cook's Union, Cook's Association or Chef's Association. A nonmember has 31 days to join the union after beginning work for a union establishment.

A person seeking entry into the occupation can pursue one of several courses. He may obtain a job in a restaurant kitchen as a vegetable man, cook's helper, assistant to the pantryman, or, occasionally as a dishwasher and wait for the opportunity to do some cooking; he may take courses in cooking at a junior college or trade school; or he may enter a formal apprenticeship. The formal apprenticeship program is under the auspices of the Joint Apprenticeship Committee. It is a three-year or 6,000 hour on-the-job training program, with 144 hours a year of formal instruction. An applicant must be at least 18 years of age, preferably not over 24 years of age, and have completed the tenth grade or its equivalent.

As specified in union contracts, San Francisco Cooks work 7½ hours, 5 days a week with weekends generally considered part of the workweek. There is a wide variation in cooks' wages; from about \$17.50 for the short-order cook, to \$32.00 and up a shift for chefs. Employers frequently pay over union scale. Apprentices begin at 70 percent of the journeyman "All Other Cooks--Class A, Restaurant or Hotel" wage with progressive raises each six months.

COMMENTS

WAITERS AND WAITRESSES

There are over 6,000 WAITERS and WAITRESSES employed in San Francisco, with Waitresses outnumbering Waiters by a substantial margin. Most Waiters and Waitresses specialize in a certain type of service--formal, informal or banquet, for example. Although unions maintain hiring halls for both, Waitresses usually seek work directly with employers while Waiters, are dispatched from the union hall.

Turnover in WAITRESS jobs is high, but the substantial supply of experienced workers is more than enough to fill employers' needs. Many of the available workers are so marginally qualified as to be unable to find or keep jobs for very long. Employers are continually looking for neat-looking women, who can work rapidly and efficiently, and who are willing to work split shifts, late hours, and holidays--usual working conditions in the industry. Educational attainment is not important to employers. Job openings occur most frequently for Counter Waitresses in small, fast-service coffee shops, and less often in dining rooms where turnover is far less--better tips is one reason. Inexperienced workers have the best chance of being hired in establishments with lunch counters--such as in smaller owner-operated coffee shops in residential areas, or in downtown department stores where the lunch counters are operated by major chain cafeterias. Union wages for a Waitress vary according to the type of restaurant or coffee shop and the shift worked, from \$8.20 for a three-hour shift to \$16.85 for a $7\frac{1}{2}$ hour split-shift at a counter station.

While there are fewer WAITERS than Waitresses in San Francisco, most dinner houses and dining rooms in hotels employ Waiters. The work is heavier than that in other eating places due to the heavy dinner trays. Waiters are also hired for most of the short or extra shifts--banquet or party work--because of their heavier work, hours and out-of-the-way (off the street) location. There are a reported five to six thousand such shifts in San Francisco a month. The majority of Waiters in San Francisco are members of the Waiter's Union No. 30 and their wages, like those of Waitresses, vary from \$8.20 for a three-hour shift to \$16.85 for a split shift. Unlike the Waitress occupation, turnover is only moderate and most Waiters (with the exception of those working the extra shifts) are employed twelve months of the year.

COMMENTS

COOK HELPERS, BUS BOYS AND DISHWASHERS

COOK HELPERS, BUS BOYS and DISHWASHERS do the lesser-skilled work in restaurants. Sometimes duties on these jobs are combined, particularly in small establishments. Close to 4,000 workers are employed in these occupations in the city. Turnover is high but openings are quickly and easily filled as there is a surplus of applicants, experienced and inexperienced, seeking these jobs. Union and nonunion workers seek employment by registering with local unions--Miscellaneous Culinary Employees, No. 110 and Cook's, No. 44 for Dishwasher and Cook Helper jobs; Waiters and Dairy Lunchmen No. 30 for Bus Boy jobs--by registering with the Department of Employment, or by applying directly to employers. If hired by a union employer, a non-union worker has 30 days to join the appropriate union after the first day of work.

These occupations are often the entry jobs for the industry. Many employers will hire an applicant with no prior experience and only require that the worker be "honest, clean, and sober". The Bus Boy job is the informal apprenticeship for Waiter--it is on-the-job training. Depending on openings, need for Waiters and an individual's initiative, the Bus Boy can be moved up to a Waiter job.

Union wages for Bus Boys vary with the type of eatery and shift worked from \$8.20 for a three-hour shift to \$16.85 for a split shift. Nonunion wages are from \$1.75 to \$2.00 an hour. In the more expensive eating houses, Bus Boys share in gratuities from the customers.

Cook Helpers in union establishments receive \$20.95 a shift and from \$1.75 to \$2.00 an hour in nonunion establishments. The number of jobs for Cook Helpers are declining as the use of prepackaged, portioned foods reduces the need for Helpers in the kitchen. Union wages for Dishwashers are \$16.85 a shift and non-union wages are from \$1.65 to \$2.00 an hour.

COMMENTS

BARTENDERS

There are nearly 3,000 BARTENDERS working in San Francisco--most are between 35 and 60 years old, with the average age around 50. According to a union spokesman the occupation requires maturity and responsibility. A Bartender must not only mix drinks and handle money, but must also handle people; for example, he must be able to tell customers when they have had enough to drink. A Bartender stands during most of his work shift. His shift is usually from 10 a.m. to 6 p.m. or from 6 p.m. to 2 a.m. The workweek usually includes part or all of the weekend.

About 90 percent of the bartending jobs in San Francisco are under the jurisdiction of Bartenders Union Local 41. Neighborhood bars catering to minority groups are often nonunion, and there are few minority group members in the union.

To get into the union, a Bartender must have a job and, in San Francisco, a Bartender, union member or not, usually solicits his own job. Whether a worker is experienced or not, finding the first Bartender's job, appears to be the key to entering the local bartending job market, rather than prior training or experience. It is reported that having friendly or family affiliation with a local bar owner, other workers in the industry, or the union is an important method for a Bartender in obtaining his first job in the city.

Schools which teach the fundamentals of bartending usually do not serve as a direct entry into the occupation. The inexperienced worker without contacts in the industry may become a Bartender by first working as a BAR BOY, during the busy season from July to January. During this period employers are more willing to hire an inexperienced worker for a Bar Boy job. The union wage is about \$15.00 a shift. There are only about 150 Bar Boy jobs in the city even during the busy season; these jobs are usually in hotel bars. After a period of time, some employers will transfer a Bar Boy to a Bartender's job. Bar Boys in union establishments are members of the Miscellaneous Hotel Employees Union Local 110; upon becoming a Bartender, the Bar Boy transfers to the Bartenders' Union. A waiter may gain entry to the bartending field in a similar manner.

Recently, a formal apprenticeship program for Bartenders was established in San Francisco. Employers are failing to sign up for the program, however, possibly because the program outlines specific recruiting procedures--newspaper advertising and so forth--that are contrary to traditional methods.

COMMENTS

The Bartenders' Union pay scale is \$29 to \$33 a day with meals included. Employment of persons with police records, ex-convicts and parolees is up to the prospective employer, as unions do not question prospective members about such matters, nor does the State Alcholic Beverage Control Department have any regulations for the occupation. Since the number of liquor licenses is stringently regulated in the city, it is not expected that many new drinking establishments will be opening. Any bartender demand, therefore, will depend on expansion of existing facilities, and replacement needs. Currently, employers are experiencing no shortage of experienced Bartenders.

LICENSED VOCATIONAL NURSES

COMMENTS

Over 1,500 LICENSED VOCATIONAL NURSES are employed in San Francisco, primarily in hospitals but also in convalescent and nursing homes, clinics, doctors' offices, schools and private homes. Employment in the occupation has risen rapidly in the past few years and an upward trend is expected to continue. The expansion of health facilities in size and number, replacement needs for those retiring or leaving the occupation for other reasons, and the increasing use of the LVN as a member of a hospital nursing team are expected to continue to create job openings.

A Licensed Vocational Nurse (called Licensed Practical Nurse in states other than California or Texas) is licensed by the California State Board of Vocational Nurse Examiners. An applicant may qualify to take the written and oral examinations for licensure: (1) by having completed an accredited 12-month course in vocational nursing; (2) by having no less than 34 months' service in the medical corps of any of the armed forces, and having completed a basic course of instruction in nursing while in the armed forces, with proof that service was honorable; or (3) by having 36 months of paid nursing experience, in addition to having completed an approved 450-hour course in vocational nursing; or (4) by having equivalent education and experience totaling 78 months. An applicant must be, or have indicated intentions of becoming, a U.S. citizen. Further, the applicant must not have committed any act which, if the applicant were licensed, might result in disciplinary action; such acts might be a felony conviction or any offense involving moral turpitude.

In San Francisco, the only schools accredited to offer the 12-months course in vocational nursing are the Galileo Adult School (a public school) and the California College of Medical Associates (a private school). At Galileo, according to an official of the school, a high school diploma is required as well as passing an equivalency test at the tenth grade level. However, in individual cases, requirements have been relaxed to include applicants with only the state minimum education requirement, which is the completion of the tenth grade or the equivalent. Individual schools may set their own minimum requirements as long as they are not below those of the state.

Generally, an applicant must be between 18 and 50 years of age—seventeen-year olds will be accepted if the eighteenth birthday will occur prior to completion of the course, and the upper age limit may be waived if the applicant is presently employed as a Nurse Aid or practical nurse in a

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general or convalescent hospital and wishes upgrading. Just as LVN training is not a step to becoming a Registered Nurse, neither is that of a Home Health Aid to become a LVN--each is a separate occupation, confined within its own limitations.

The demand for LVN's is greater than the supply. Most employers prefer recent experience--one year within the last three--and hiring requirements with regard to health, experience and appearance, are higher in hospitals than in nursing homes. A LVN's current unemployment is generally caused by a restriction as to hours available, for medical reasons, or very poor references.

The number of male LVN's has increased slightly in recent years but they still are few in number. Most men LVN's are members of the medical corps, working while still in the service. After discharge, those with medical corps experience but who are not LVN's usually either go to work as Orderlies, which job requires no further training, or enter training for R.N. where the wages are higher. The Employment Service office reports a difficulty in placing male LVN's, particularly in the gynecology and obstetric fields, in spite of the strong demand in the occupation.

Most LVN's working in hospitals in San Francisco and some working in convalescent homes are members of the Hospital Workers Union. Union wages vary, not only according to size and type of institution, but also with the experience of the LVN. With no experience a LVN may start at a salary of \$404 to \$466 a month. With one year to three year's experience, the wage ranges from \$450 to \$522 a month. Nonunion wages range from \$420 to \$508 a month, and a local government employer pays from \$476 to \$578 a month. The established work-week is 40 hours, and a LVN may be required to work any of three shifts.

NURSE AIDS

COMMENTS

About 3,000 NURSE AIDS are working in the city's medical care establishments. At least in the Bay Area, the occupation is, in effect, not one but two distinct jobs. Each has its own labor market, wage structure, entrance requirements and performance standards. One is the job of the Nurse Aid who works in a hospital; while the other Aid works in nursing homes, including convalescent and rest homes and convalescent hospitals. Of the two, hospitals provide the greatest number of Nurse Aid jobs in San Francisco. The situation is reversed outside the central city.

The principal differences between Nurse Aids in hospitals and rest homes are: (1) in a hospital the work is with the acutely ill, obstetrical, or surgical patients, while in a rest home the Aid does not perform or assist in primary medical work; (2) hospitals generally require Aids to have had at least three months of on-the-job training in a hospital under close supervision and then to work under only general supervision, while work in a rest home remains under close supervision with no specific on-the-job training; (3) in hospitals, Aids are primarily concerned with the patient, while in rest homes the emphasis is on domestic responsibilities; (4) the pay scale for Aids in hospitals is substantially higher than for those working in rest homes. For rest homes where most workers are nonunion, the prevailing wage is the legal minimum wage and split shifts are not uncommon. In hospitals, most Nurse Aids are members of the Hospital Workers Union, No. 250. The union wage is \$2.37 an hour, with premium pay for split shifts and other than day shifts.

The need for Nurse Aids for hospitals can generally be met, although they sometimes have difficulty finding the caliber of workers preferred. Some hospitals train Nurse Aids on the job, often selecting for training Nurse Aids who have had work experience in the "better" nursing homes. Hospitals may also hire for Nurse Aid jobs a worker trained as a Vocational Nurse who is waiting for her license to be issued.

There is a surplus of jobless Nurse Aids with experience only in rest homes, where their duties were more house-keeping than patient care. These applicants would prefer the higher-paying hospital jobs, but few are selected by employers, even for training, since they lack hospital-oriented experience or fail to meet standard requirements as to weight, appearance, maturity or attitude towards patients. At the same time, rest homes report difficulty filling their Nurse Aid jobs.

COMMENTS

ORDERLIES

The ORDERLY is, roughly speaking, the male counterpart to the hospital nurse aid. Over 1,000 Orderlies are employed in San Francisco. Employment in this occupation has not expanded in line with the growth in most medical occupations. Increasingly efficient equipment has lessened the need for Orderlies for heavy tasks, such as lifting patients.

Hospitals require verified recent general hospital experience, with some making allowances for young veterans who received training and experience in the Armed Forces' medical units. Most hospitals will not hire parolees. A stable work history is quite important to employers. Although there tends to be a slight shortage of Orderlies meeting employer requirements, hospitals are not relaxing their requirements.

There is a surplus of applicants seeking orderly work who fall short of the employers' requirements, including: those who have a poor work history through tardiness or walking off a job, poor references, poor appearance as to cleanliness or neatness, lack of qualifying experience (experience in a rest home is usually not qualifying), or medics who have not had experience with traction or oxygen. At the present time there are no on-the-job training programs in San Francisco for Orderlies and none are planned for the near future.

Most Orderlies in general hospitals and larger convalescent hospitals are members of the Hospital Workers Union, No. 250. The union registers members and nonmembers for work and dispatches workers to jobs according to their qualifications and date of registration. Nonmembers have 30 days from their first day of work to join the union. Workers also solicit their own jobs by personally applying to employers.

As of November 1, 1968, entry wages for Orderlies in general hospitals were \$2.425 an hour, with 15 cents an hour premium for shifts worked between the hours of 2 p.m., and 6 a.m. Hours of work are: eight hours a shift, with shifts around the clock, and 40 hours a week. Automatic raises are granted each year for 3 years; thereafter, an Orderly receives \$2.755 an hour. Union wages for convalescent hospitals vary from \$1.75 to \$2.10 an hour and nonunion wages are usually \$1.65 an hour.

COMMENTS

PORTERS AND JANITORS

Under discussion here are three different occupations: BUILDING PORTER, INDUSTRIAL PORTER, and JANITOR. These occupations account for several thousand jobs in San Francisco, with Building Porter being by far the largest of the three. The Building Porter (sometimes called a "janitor" by employers) usually performs his cleaning duties in a commercial building, during other than regular business hours. On the other hand, an Industrial Porter is responsible for keeping the working areas in production departments of industrial establishments in clean and orderly condition, during the hours when the production departments are in operation.

The JANITOR keeps hotels, office buildings, apartment houses, and similar buildings in clean and orderly condition. He does minor repair work, and may tend boilers and furnaces, in addition to general clean-up. He may be required to live on the premises. Most Janitors are employed in medium-sized buildings--large buildings employ full maintenance staffs consisting of Stationary Engineers, Maintenance Men, and Porters. Many Porters will call themselves "janitors", but few have sufficient experience or skill to handle a Janitor job. In any case, there are relatively few Janitor jobs in San Francisco, and there is a sufficient number of qualified applicants to fill openings when they occur. No future expansion of the occupation is anticipated.

BUILDING PORTER is by far the largest of the three occupations discussed in this section. In San Francisco Building Porter duties do not include, as a rule, window washing, furnace or boiler tending, or repair work. Within this occupational group there are specialists, usually employed by building service or maintenance companies, who do only one job--floor maintenance, for example. Although most Building Porters are employed by the management of the establishment where the work is performed, there is a growing trend toward the use of contracted maintenance services, particularly in office buildings and retail stores.

Jobs with maintenance companies often require that the worker use his own car (and, of course, have a valid California driver's license and sufficient auto insurance) to travel between different locations during a single shift. Employers generally furnish all necessary tools and uniforms, when required.

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Most of the city's nongovernment Building Porter jobs are covered by union agreements. Many by the Building Service Union, No. 87 and others by the union having bargaining contracts with the employing firm; such coverage is often found in hospitals, hotels and restaurants. All the city's large janitorial service firms are unionized. The Building Service Union maintains an out-of-work list, and most union members obtain jobs by dispatch through the union. The union will dispatch nonmembers but members have preference; most nonmembers obtain work by applying directly to employers. Wages are usually \$2.00 an hour on nonunion jobs and between \$2.25 and \$3.50 on union jobs. The majority of Building Porters work between 4 p.m. and midnight.

Usually there are no formal educational requirements for Building Porter jobs; many employers do specify that applicants be able to read and write, since they may have to follow written instructions. Some firms, however, will hire Porters who speak only limited English. There is a high turnover on Porter jobs, so employers are often very interested in the stability of an applicant's work history. Nearly all building maintenance service firms and a sizable percentage of other employers require that a Porter be bondable. Government agencies, and some private firms, require U.S. citizenship. Cleaning work is strenuous and, therefore, unsuitable for persons of advanced age, with physical handicaps, or in poor health. Although more employers will state a preference for experienced applicants, the majority are willing to train a "good" applicant.

There is a persistent oversupply of applicants seeking Building Porter positions. Many of these applicants are hindered when competing for jobs by unstable work histories, lack of references, or lack of transportation. Often an unemployed man with other skills will apply for "janitorial" work as stop-gap employment. However, employers are reluctant to hire such workers, even when qualified, because of the likelihood that they will stay on the job only a short time. In any case, there are more fully-qualified Porters seeking work than there are openings.

The INDUSTRIAL PORTER--he would prefer being called a "laborer"--works only in the production areas of a plant. His duties are performed while the production department is in operation. In addition to keeping the work area in clean and orderly condition, an Industrial Porter's job may include such duties as operating a bailing

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machine to bail waste paper, and keeping surfaces of machinery, as well as the floor, clean. His duties would not include cleaning areas away from the production area such as office areas or rest rooms; these areas would typically be kept clean by a Building Porter.

Usually the Industrial Porter is covered by, and his wages are determined by the union having bargaining contracts with the company where he is employed. Unless the union contract stipulates otherwise, the Industrial Porter obtains his job by applying directly to the employer. Larger manufacturing plants are more likely to employ Industrial Porters than are smaller plants. The turnover in the occupation is lesser, and the number of jobs fewer, than for Building Porter.

AUTO SERVICE INDUSTRY--AUTO MECHANICS, AUTO BODY REPAIRMEN,
GARAGEMEN, SERVICE STATION ATTENDANTS,
PARKING LOT ATTENDANTS

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Employment in auto sales and services in San Francisco has shown a slight decline over the past few years. More than a few firms have moved from San Francisco to adjacent counties. Seasonality is a minor factor in the employment patterns of these industries. However, some employers report that they lay off workers with minimal qualifications in slack periods and hire presumably better qualified persons as soon as work develops. Almost all of the city's auto repair shops with the exception of those in government establishments, are unionized.

About 2,000 journeyman AUTO MECHANICS are working in San Francisco--half are employed in the city's auto sales (wholesale as well as retail) and repair industries. Many others are employed in service stations which, for the most part, are nonunion. San Francisco employers want fully qualified, all-around Mechanics; they do not wish to hire the specialist or the serviceman (or helper)--the less versatile Mechanics. Perhaps it is this rigidity of occupational structure which accounts for the high rate of discharges for incompetence reported for this occupation. It appears that workers who would be considered well-qualified as servicemen or repair specialists may, out of necessity, be operating in the city's labor force as all-round mechanics, and meeting with frequent failures. Many employers give the impression that they, also, are frustrated by the makeup of the work force. Some small operators claim that out of economic necessity, they supplement their own labor with inexperienced helpers rather than hiring mechanics. Other firms complain of the loss of partly-trained apprentice Mechanics to jobs outside of the city where journeyman rank is more readily attained. Despite the apparent high regard of employers for the fully-qualified, hard-working Mechanic, such a Mechanic is rarely paid above union scale.

There is a sizable surplus of workers seeking mechanics' jobs. Most of these job seekers have minimal or outdated skills or have experience limited to a specialty. The fully-qualified, all around Mechanic, whose skills include automatic transmission repair, can usually find work easily. A few years ago, there was a critical need for foreign-car Mechanics--a Mechanic must be specifically trained for work on foreign cars--but the demand has eased considerably.

A journeyman is usually required to have his own set of

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tools, representing a minimum investment of \$400 to \$500. An initial expenditure of \$25 to \$60 for tools is usually required of the beginning apprentice. A foreign-car Mechanic must have metric-calibrated tools. A valid California driver's license is a must. High school graduation is not a requirement. Good depth perception is vital. Persons entering the union's four year apprenticeship program must be between 17 and 25 years. In order to be classified as a journeyman, a Mechanic finds an employer who is willing to pay him journeyman scale. The union does not administer a trade test. Automotive Machinists Local #1305 has jurisdiction over the city's Auto Mechanics and Auto Body Repairmen. However, members seek work by direct contact with employers.

Several hundred AUTO BODY REPAIRMEN are employed in San Francisco, and a shortage of fully-qualified journeymen frequently exists. Besides possessing the necessary skills, journeymen must own their own set of tools and possess a valid California driver's license.

Employers looking for GARAGEMEN--lubricators, tire servicemen, washers and polishers, car movers, and the like--rely on widely different hiring criteria. The stated minimum age requirement ranges from 16 to 25, with the experience required ranging from none to 5 years; and education ranging from 6th to 12th grade. Employers state they are primarily concerned in finding responsible, energetic workers. Where specified, experience requirements are often met by prior employment as a Service Station Attendant. A relatively good wage level is commanded by union workers in these classifications. Nevertheless, turnover appears to be unduly high. The creation of paths for promotion to more responsible and better-paid assignments might add some incentive, presently lacking in this work.

Employment of SERVICE STATION ATTENDANTS in San Francisco has remained static for the past few years and no change is anticipated. There are about 1,300 currently employed. Turnover in the occupation is very high; frequent changes of management resulting in changes of personnel contribute to this high turnover. Also, many work in the occupation only as part-time employees or as stop-gap employment. The high turnover and short-time employment result in a surplus of experienced, but less-than-fully qualified, Service Station Attendants.

Less than 50 percent of the city's service stations operate under a union contract. Those working in unionized firms are members of the Garage and Service Station Workers Union, an affiliate of the International

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Brotherhood of Teamsters. Although the union dispatches workers to jobs if an employer requests them, members generally seek work by directly contacting employers. A nonunion worker going to work for a unionized firm has 31 days in which to join the union.

The major employer in San Francisco hires through a central personnel office. Other employers have the manager of the individual station hire Attendants. Employer-stated requirements for Service Station Attendants are: 18 years of age, a valid California driver's license, an interest in automobiles, neat appearance and sales ability. Many employers require that Attendants be bondable.

The union Service Station Attendant receives \$2.00 an hour if inexperienced and \$2.50 an hour if experienced. The non-union Attendant receives from \$1.50 to \$2.00 an hour to start. Both union and nonunion attendants work an eight-hour day, 48-hour week. They may be required to work any of the hours of the day or any of the days of the week.

Whereas employment for Service Station Attendants has remained static, there has been a recent slight increase in employment of PARKING LOT ATTENDANTS and this trend is expected to continue. There are nearly 2,000 Attendants employed in parking lots and garages in the city. Turn-over for Parking Lot Attendants is relatively high and even though demand in this occupation is continuous, there is an adequate supply of applicants.

Requirements for Parking Lot Attendants are: 18 years of age; neat appearance; a personable demeanor; a California driver's license; and the ability to drive all makes of cars in small, confined areas with no damage to any vehicle, whether parked or moving. Most of the parking lots are unionized and the workers are members of the Garage and Service Station Workers Union. However, like service station attendants, Parking Lot Attendants contact employers directly when seeking work. In union establishments, Parking Lot Attendants receive \$3.33 an hour and work an eight-hour day, 40-hour week.

WAREHOUSEMEN

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The more than 8,000 WAREHOUSEMEN that are employed in San Francisco work in nearly every type of industry; over one-third work in the wholesale industry and more than one-fifth work for government employers. In wholesaling, Warehouseman's jobs are concentrated in firms handling drugs and sundries, groceries, paper, furniture, and general merchandise. During the past two years, with the moving of several large distribution centers out of San Francisco, an estimated 1,000 warehouse jobs have been eliminated. Employment for the occupation is expected to remain at its present level.

The occupation is highly unionized and most workers employed by nongovernment firms are members of a Warehousemen's Union affiliated with the International Longshoremen's Union or the International Brotherhood of Teamsters. The unions dispatch from two lists: seniority-employee members (usually after 30 days employment with one employer, a worker becomes a seniority-employee, subject to recall when on temporary layoff) from one list; and, nonseniority-employee members and nonmembers from another list, according to their date of registration. For most Warehousemen who become seniority-employees or who work for a government employer, work is stable twelve months of the year and turnover is moderate. But for nonseniority and nonunion members who register at the union halls to obtain casual, extra work, employment is erratic and turnover very high.

Requirements for work for government employers vary. Experience may or may not be required. A driver's license may be required for certain types of warehouse work as well as ability to operate a fork-lift. A written examination, followed by an oral interview, is given by all government employers. There are no specific requirements for the non-government employer, and a Warehouseman establishes his ability to perform the work required after being hired. However, a Warehouseman should have no disabilities that would preclude lifting or affect his mobility.

Warehousemen employed by a government employer receive \$3.01 an hour, work an 8-hour day, 40-hour week. Warehousemen working for a nongovernment employer covered by a union contract receives from \$3.50 to \$3.87 an hour, and also works an 8-hour day, 40-hour week. If there is no union agreement, a warehouseman receives from \$1.75 to \$2.50 an hour, and works from 40 to 48 hours per week, depending upon the employer.

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LONGSHOREMEN

Approximately 4,000 men are employed as STEVEDORES or LONGSHOREMEN on the San Francisco waterfront. To work regularly, a man must be registered with the Longshore Union's hiring hall as an "A" or "B" man--this enables him to be dispatched to available employment. "A" men pre-empt the "B" men, so, as a result, when work is scarce the "B" men work fewer hours.

Depending on the projected demand for Longshoremen, as determined by the Joint Labor Relations Committee, registration is open periodically for a given number of "B" men. At that time, notices of applications being accepted for "B" men are posted in union halls, the waterfront, the Department of Employment and many other agencies and service centers. Each applicant is personally interviewed and must pass a physical examination. "B" men are selected on the basis of their past work experience, physical condition and expressed willingness to remain with the industry permanently. It is reported that, when possible, the disadvantaged and hard-core unemployed are selected. The last registration of "B" men was in May, 1967 when 20,000 applications were received. From these 720 "B men" were selected and newly registered. Prior to that, no new registrations had been taken since November, 1965.

The upgrading from "B" to "A" is entirely up to the judgment of the Joint Committee. "B" men registered in 1959 became "A" men in 1963 and recently nearly 500 "B" men registered in 1965 have been upgraded to "A" men.

If additional men are needed to cover an unexpected overload of work, casual workers are hired through various other union halls, such as Warehousemen's, Ship Scalers', or Construction Laborer's; or, they may be selected from nonregistered men present in the Longshoremen's hiring hall at the time of need. These men are hired on a day-to-day basis only, have no registration ("plug") number and use their social security card as identification. The work for casual workers fluctuates to a great extent, but it is estimated to average only one or two days per month per casual worker--so it is too infrequent for stop-gap employment.

An "A" man averages 1,785 hours work a year with earnings of approximately \$9,000. A "B" man averages 1,409 hours and \$7,500 a year. Although membership in the International Longshoremen's and Warehousemen's Union, Local #10, is not mandatory, 99 percent of the "A" men are members. "B" men, who are not members of the union, pay a prorated fee for maintaining the hiring hall.

SHIPPING AND RECEIVING CLERKS, STOCK CLERKS,
STOREKEEPERS

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Closely related to warehousing are the occupations of SHIPPING-RECEIVING CLERKS, STOCK CLERKS and STOREKEEPERS. Over 5,500 workers, excluding Ship Clerks and Railroad Clerks, are employed in San Francisco--primarily in wholesale and retail trade, manufacturing industries, and government. Although the total number employed in these occupations remains static, there is a continuing need for workers, as the turnover is high. The turnover is greater for Stock Clerks and Assistant Storekeepers than for Shipping and Receiving Clerks.

The majority of workers, in other than government employment in these occupations, are members of one of three Warehousemen's Unions or the Retail Clerks' Unions. The major nongovernment employers hire Shipping and Receiving Clerks through the unions; but they hire Stock Clerks, not only from the unions, but more often from personal applications. Nonmembers have 30 days to join the union after their first day of work.

Requirements vary with the occupation, industry and employer, but all require the physical ability to do heavy manual work. **There** are few women employed in any of these occupations, for the work is usually too heavy for **women** workers.

STOCK CLERK, the occupation with the largest employment of this group (nearly 3,500), is generally the entry job. Most Stock Clerks are employed in retail stores, such as department, specialty clothing, drug and jewelry, and by government employers where they may be called ASSISTANT STOREKEEPERS. Others are employed in wholesaling industries and a few by manufacturing firms.

In comparison with the job of warehouseman, the Stock Clerk job requires some clerical skills--the amount varying from firm to firm even within an industry. In plants and warehouses where lesser clerical skills are required, the Stock Clerks are often called "Industrial Stock Clerks". They are fewer in numbers and their wage is slightly higher than that of the "Clerical Stock Clerk", since the Industrial Stock Clerk's wage is based on the scale of union wages paid within the plant or warehouse.

Government employers when hiring for Stock Clerk jobs, require high school graduation or its equivalent, U.S.

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citizenship, and one year's experience in related duties such as storing materials. As in private industry, many Stock Clerks, or Assistant Storekeepers, are upgraded to Shipping and Receiving Clerks within their agency by usual civil service procedures.

Most nongovernment employers do not require prior experience, and new employees are given on-the-job training under the supervision of an experienced worker or the immediate supervisor. An employee is required to be able to read and write and, for clerical Stock Clerk jobs, must have legible handwriting. Most private employers do not have a minimum educational requirement. However, some employers, when hiring clerical Stock Clerks, do require high school graduation or its equivalent. Some give a simple test in arithmetic and English.

Wages vary from \$1.75 to \$3.53 an hour depending on the industry, employer and experience of the worker.

SHIPPING and RECEIVING CLERKS are employed in most industries, but are found in largest numbers in wholesaling (particularly in industrial machinery, equipment and supplies, tobacco, drugs and paper wholesaling firms) and in government, where they are called STOREKEEPERS.

In San Francisco, the employee may work as a Shipping Clerk, as a Receiving Clerk, or as a combination of the two. Approximately fifty percent of the nearly 2,000 workers in this occupation work as Shipping Clerks, twenty percent as Receiving Clerks, and the remaining thirty percent hold the combined job.

The level of skills required for this occupation is higher than that required for Stock Clerk or general warehouseman jobs and varies from firm to firm. Some degree of clerical skill is required, since records of incoming or outgoing merchandise must be kept and bills of lading must be prepared.

Most nongovernment employers require prior experience in the occupation (as a stock clerk or as a general warehouseman), a knowledge of local freight lines, postal rates, and methods of shipping and packaging. Unionized employers take workers dispatched from the unions as experienced. The unions accept a worker's statement as to prior experience and do not give a trade test. Military experience is acceptable to both unions and employers. Nonmembers who register for work with the unions are dispatched according to their stated qualifications and order of registration.

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Most nonunion private employers, in addition to the above requirements, require high school graduation or the equivalent. Many require a California driver's license; a good command of English (both in speaking and writing), and many specify a knowledge of the product of the employer.

Government employers hire Shipping and Receiving Clerks in the same manner as Stock Clerks. The requirements are the same with the exception that three years experience is required instead of one.

Wages paid Shipping and Receiving Clerks by nongovernment employers vary even within an industry from \$2.32 to \$3.77 an hour, depending upon whether the firm is union or non-union, and, if union, upon the provisions of the contract. Many of the union contracts provide for \$3.56 an hour for the first 90 days to those workers with little experience and thereafter, \$3.64 to \$3.77 an hour. Wages from a government employer range from \$3.06 to \$3.77 an hour to start.

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TRUCK DRIVERS AND LUMPERS

TRUCK DRIVERS working in San Francisco number over 5,500 and are employed in nearly every industry. About half of the jobs involve driving heavy trucks of three tons or more. Employment in trucking firms operating only within the city limits has shown a slight decrease over the past few years, while firms furnishing trucking services that extend outside the city have shown an increase in employment, thus causing an overall growth. This trend is expected to continue. The majority of Drivers are members of the International Brotherhood of Teamsters. The dispatching of men to jobs is done by the union from A and B "out of work" lists. The "A" list is comprised of local union members. The "B" list contains the names of union members from locals outside San Francisco and nonmembers. "B" men are dispatched after "A" men. After 31 consecutive days of work for the same employer, a "B" man becomes a member--an "A book" man. An employer can hire a Driver directly if he has been unable to get an acceptable applicant from the union.

The union reports that although there is always a list of applicants wanting jobs as Drivers, there is not a surplus of well-qualified experienced Drivers. Driver training courses (which are costly to the student) usually do not provide direct entry to the job, since there is still the matter of lining up steady employment. Some employers prefer to train men on the job, provided the employee can meet basic requirements. Employers require that a Driver: have or be able to get a California driver's license, class 3, 2, or 1 depending on the type of truck to be driven; be at least 18 years of age (21 years for some firms); have a good driving record free of accidents or citations; and be in good physical condition. A Driver usually becomes a Light Truck Driver first and then learns to drive heavy trucks.

Union wages are from \$3.915 to \$4.165 an hour, depending on the type of truck driven. Nonunion wages are from \$2.90 to \$3.90 an hour depending on the job. In San Francisco, most truck driving jobs are steady and are not subject to seasonal layoffs. Turnover is moderate.

LUMPERS work on outside loading docks loading and unloading trucks and railway cars. Truck Loaders who work inside plants such as food or beverage plants, are not considered Lumpers. The majority of Lumpers obtain their work through Teamster's Union No. 85. The union maintains an "A" and "B" Lumper's dispatching list and the same rules apply as for Truck Drivers. Approximately one half of the nearly 500 Lumper jobs in San Francisco are on nightshift. The number of jobs for Lumpers have been reduced by automation and new

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methods of distribution; containerizing, piggy backing and automatic lifts all cut down on manual handling. No expansion is expected for the occupation.

There are no specific requirements to work as a Lumper except to be able to lift up to 100 pounds. Some men who are unable to meet the requirements of a Truck Driver or some former Truck Drivers who are unable to continue in their usual occupation because of loss of driver's license or other reasons seek work as Lumpers. **Others** begin and end their working careers as such. Much of the work is short hours, one day or only a few days. A man who works 13 consecutive days for an employer has seniority for recall whether he is an "A" or "B" man. There is, however, very little work for "B" men. The union wage is \$32.76 for an eight hour day or \$4.97 an hour with a two hour minimum.

BUS DRIVERS

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With the city's extensive local public transit system and the terminus of a major bus company located here, approximately 4,000 BUS DRIVERS are employed in San Francisco. Employment in privately owned transit companies has shown a slight but steady increase, while the number of drivers employed by local government has gradually declined over the past several years. Opinions are varied as to the effect of BART on future manpower needs in public transportation. One authority states that with the projected one-fourth decrease of equipment there will be a resulting decrease of manpower, accomplished by attrition rather than layoffs.

A Bus Driver for public transit need not have had prior experience, but must be 24 to 64 years of age, be a high school graduate or the equivalent, and have a valid California driver's license. After successfully passing the written and oral tests and a physical exam, he may be assigned to the operation of a motor coach, trolley bus, street car, or become a conductor on a cable car. With driver turnover averaging twenty men per month, the public employer is unable to fulfill the vacancies fast enough—at the present time there is a need for about eighty men.

Hiring by the major private employer is done in the spring. Sixty-five new drivers were hired for the San Francisco terminal for 1968. This major employer requires an applicant to be 5' 8" to 6' 2" in height with proportionate weight, be a high school graduate or the equivalent, and be between 24 and 35 years of age at the time of hire. Experience in driving heavy equipment is preferred. A good driving record and a valid California driver's license are required. Before an applicant is hired, he must pass an IQ-type test, a physical exam, and establish his aptitude for driving a bus by demonstrating his ability to do so after a brief period of instruction. If necessary, training (from seventeen days' to six weeks' worth) is given by both private and public employers--the training includes classroom and line training.

Wages range from \$646 to \$900 a month, depending on the employer and the run. Drivers working for local government are employed twelve months a year. Drivers employed by private firms are subject to furloughs during the winter months, which can result in "leave without pay" for many from September to about May. In order to work year-round for a nongovernment employer, many years of on-the-job seniority are required.

Most civil service Bus Drivers belong to Carmen's Union, Local #1380. Those driving for the major nongovernment employer have 90 days to join the Amalgamated Transit Union, Local 1225 after beginning their employment.

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TAXICAB DRIVERS

Three-fourths of San Francisco's more than 2,000 TAXICAB DRIVERS are working for the city's major cab company. The number of cabs licensed by the city has been held at a maximum of 739 for the past 20 years, but there is currently a move underway to increase the number of permits. The turnover of personnel in the occupation is high and there is a steady demand for Cab Drivers.

Prior cab-driving experience is not required, nor are there minimum education requirements, but the major employer does not hire anyone under 25 years of age because of the insurance risk. Since a driver must be able to make out his waybill, read addresses, and follow directions, basic arithmetic and attainment of an adequate reading level are necessary.

In order to drive a cab in San Francisco, a driver must have a police permit which requires one year's residency within a 30-mile radius of City Hall. Convictions for crimes of passion, narcotics, or armed robbery preclude the issuance of a permit. In addition, the San Francisco cab companies do not hire anyone with a record of arrests for drunk driving, brutality, or any indication of easy loss of temper. Of course, a good driving record, good health--a certain amount of lifting is necessary--and good vision are required.

A Cab Driver must speak English and, although no formal written or oral test is given, a driver is expected to know his way around the city. Most drivers are required to join the Chauffeur's Union, Local #265, within 30 days after being hired.

The number of Cab Drivers working in the city remains fairly constant throughout the year. Newly hired drivers are usually given the less desirable night shift. Usually, a driver has a guaranteed wage per shift or half the take, whichever is more. Although the work is steady, the average driver makes only a modest living. This occupation is often used as stop-gap employment.

ROUTEMEN

COMMENTS

In San Francisco there are over 3,000 persons employed as DRIVER-SALESMEN or ROUTEMEN in the manufacturing, wholesale, retail and service industries. The greatest numbers are employed by firms manufacturing or distributing food and kindred products, such as milk, bread, and beverages, and in the wholesale distribution of drugs and sundries. There has been an increasing number of jobs for Routemen who install, supply and service vending machines and this recent trend is expected to continue. The turnover in Routemen is moderate and employers have an adequate number of applicants on file.

Often a young man already employed by a firm, in other than a clerical position, is given an opportunity to become a Routeman and receives on-the-job training. Many employers consider this the most economical and effective way to recruit a Routeman, since this individual already has a basic knowledge of the product and company policy. Sales ability is required as well as good physical condition. Further requirements are: a California driver's license (class 3, 2, or 1, depending on the type of truck driven); a good driving record; bondable; 18 years of age--21 years when delivering beer, wine or liquor; and, although there is no minimum educational requirements, a knowledge of arithmetic and legible handwriting are needed.

Basic wages for Routemen are between \$115 to \$165 a week. Bonuses and commissions, depending on the various employer incentive programs, are paid. Seasonality exists only to the extent of the product handled, but most Routemen in San Francisco receive a stable year-round income.

Most industries are highly unionized and the Routemen belong to a union affiliated with the International Brotherhood of Teamsters. Representatives of the unions, however, state that an individual seeks his own job by personally contacting the employers. Non-union Drivers are given at least 60 days to join the union.

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MACHINISTS

There are over 2,700 JOURNEYMAN MACHINISTS, SPECIALISTS, HELPERS and APPRENTICES working in San Francisco. Machinists are classified as Shop, Marine, Maintenance or Construction Machinists.

SHOP and MAINTENANCE MACHINISTS work in government installations and nearly all manufacturing industries with heavy concentration in fabricated metals. Employment for Shop and Maintenance Machinists has remained steady in recent years despite the loss in total manufacturing employment in San Francisco, and no significant change in employment level is anticipated. Well-qualified all-around journeymen Shop Machinists are in short supply. Technological changes have increased the need for the more highly trained and skilled craftsmen, not only to build new equipment but also to operate and maintain it.

There are more than enough SPECIALISTS and HELPERS available to meet the employer's needs. The Helper performs the lesser-skilled duties in a shop. The Specialist operates machines, such as a drill press or small bench lathe, but does no set-up work.

There is an adequate number of journeyman MARINE MACHINISTS for the needs of private and government shipyards in San Francisco. The Marine Machinist is seldom required to be as highly skilled as the Shop Machinist who works in an "uptown" shop. With the anticipated job loss in the shipbuilding industry at the end of the Vietnam War and the conclusion of all ship mothballing work, many Marine Machinists will have to change their occupation in order to find work in the area. In most cases it will be necessary for a Marine Machinist to upgrade his skills in order to qualify as a Shop Machinist in "uptown" shops.

Most Machinists working in other than government employment are members of the International Association of Machinists, Local #68, and most private employers hire through the union. The union has no "out of work" list per se. A journeyman Machinist--Shop or Marine--Specialist, or Helper coming from another area or from a nonunion employer may be dispatched immediately if a job is available. Such a person has a probationary period of 30 days to establish his ability to do the work to his employer's satisfaction and then he joins the union. Only the employer determines a worker's qualifications--the union does not give a trade test of any kind. Many of those presently employed as a journeyman have not served a formal apprenticeship. A Helper can become a Specialist, depending on the judgment of his employer. At the present

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time, however, rarely does an employer upgrade a worker in either classification to Journeyman Machinist.

There is a four-year apprenticeship program for journeymen on-the-job training, with formal classroom instruction two nights per week under the auspices of a Joint Apprenticeship Committee. Requirements for an apprentice are: 18 to 23 years of age--upper age flexible for those returning from military service; high school graduate or the equivalent; an aptitude test given by the Department of Employment, and an oral interview before the Joint Committee. If approved for training, the applicant is given a list of shops and solicits his own job. If the union receives a request for an apprentice, the one longest on the list is referred.

The major government employer hires journeymen Shop or Marine Machinists on the basis of past work experience. Nonjourneyman Machinists are hired as Helpers and are required to pass a written general helper's mechanical test. If successful, they are screened at an oral interview and placed as vacancies occur.

In "uptown" shops, union journeyman Shop Machinists receive \$4.24 an hour; Helpers receive \$3.22 an hour; Specialists receive \$3.52 an hour; and, an Apprentice begins at 68 percent of the journeyman's wage with progressive raises. There is little if any seasonality in employment for Shop Machinists, Helpers, or Specialists and most workers in these classifications are employed twelve months of the year. Union journeyman Marine Machinists employed in shipbuilding--both in the shops and outside--receive \$3.70 an hour, and employment is very erratic. Both journeyman Machinists and Helpers employed by the major government employer generally remain fully employed twelve months of the year, with journeymen beginning at \$3.67 an hour and Helpers at \$3.01 an hour. Depending on the shop or place of employment, hours of work for the occupation vary from 7 to 8 per day and from 35 to 40 per week.

Although very few are employed in San Francisco, ERECTION and CONSTRUCTION MACHINISTS should be mentioned in this discussion of machinist occupations. The Erection and Construction Machinists are journeymen highly skilled in the tearing down and putting together of large machines, such as those used in printing and manufacturing plants. They are members of the Machinist's Union Local #68, and receive a considerably higher wage than other Machinists--\$6.48 an hour, with double-time for all hours worked over 8 per day or 40 per week, and overtime is not unusual. Their work is very erratic, but they may return to work as a Shop or Marine Machinist when otherwise unemployed.

SHEET METAL WORKERS**COMMENTS**

There are approximately 1,400 SHEET METAL WORKERS employed in San Francisco in industrial fabrication, construction-related installation, and shipbuilding and repair. Fabrication of metals was formerly done by Sheet Metal Workers in the shops, but with technological changes and mass-production methods of prefabrication of sheet metal products, a good number of workers have had to make the transition to the production line. This has resulted in fewer man-hours worked; only the increased activity in shipbuilding and repair in the last few years has kept the number employed from dropping.

The majority of Sheet Metal Workers are under the jurisdiction of the Sheet Metal International Association and, although it is not required, workers in government shops often maintain their union membership. Journeymen are dispatched by the union from A, B, and C "out of work" lists. Members of the local union with over one year's employment in the area are placed on the "A" list. For union members from outside the area, transferring into this local, a journeyman's card of five years or longer will admit them to the "B" list. Others are given a standardized test to establish their qualification as journeymen and, if successful, they are placed on the "C" list.

An apprenticeship program is sponsored by a Joint Apprenticeship Committee. Prerequisites for the program are: 18 to 23 years of age, with two years allowed for Military Service; high school graduation or the equivalent; satisfactory scores on a general aptitude test given by the Department of Employment and on a written examination at City College. Following an oral interview before the Joint Apprenticeship Committee and a representative of the State Division of Apprenticeship Standards, 15 to 25 of those attaining the highest scores are placed on a list for referral to employers. A new list is established each school term or six months. Apprentices are required to complete 9,000 hours of on-the-job training plus two nights a week of formal classroom study. The apprentice wage begins at 40 percent of the journeyman scale, with scheduled raises every six months until journeyman level is attained.

In nongovernment employment, journeyman Sheet Metal Workers employed in fabrication, assembly and installation outside the shipbuilding industry, receive \$6.535 an hour. Those working in shipbuilding receive \$3.70 an hour. All work a seven-hour day and a 35-hour week.

COMMENTS

In government employment, journeymen receive \$3.82 an hour, work an eight-hour day and a 40-hour week. The average journeyman is employed nine to ten months a year in non-government employment and year-around in government employment. There is very little turnover; for, an unusually large percentage of journeymen remain with the same employer during their entire working career.

WELDERS

COMMENTS

Well over 1,000 WELDERS and FLAME CUTTERS are employed in San Francisco (not included in these occupations are the many other workers such as machinists, maintenance mechanics and pipefitters who may weld as part of their own trade). There are few straight Flame Cutter jobs since flame cutting is often incorporated in the Welder's job. There are several types of Welders--Arc Welders, Spot Welders, etc.--but COMBINATION WELDER is the largest of the occupations. A Combination Welder does both gas and arc welding and usually is required to weld all three positions. In San Francisco, these welders most frequently find employment in government or private shipyards, in construction and, in fewer numbers, in metal fabricating job shops and in maintenance.

Turnover in the occupation is high. Work is very sporadic, both in construction and in the shipyards; these Welders work an average of nine months a year. Welders working in shops average ten months a year. At times employers, particularly the major government employer, find it difficult to fulfill needs for "certified" Combination Welders.

A majority of the nongovernment jobs are union. Most Welders in shipyards and construction belong to the Boilermakers Union, Local No. 6; while those working in shops or on structural steel may belong to local unions affiliated with the International Association of Machinists, Ironworkers, Sheet Metal Workers or Steamfitters. The major union dispatches members and nonmembers according to the date of their registration--first on the list, first dispatched. A nonmember has 30 days to join the union after securing employment.

There is no trade test given by the unions to establish the qualifications of a journeyman Welder. All tests of performance are given by the employer, including the certification of a Welder's ability to perform work of the specified standard required to meet government regulations or safety codes. There are several kinds of certification, depending on the type of work to be performed.

Government employers and private employers working on government contracts require U.S. citizenship. Ability to read blueprints and do layout work is also required by government employers and by some private employers, especially in shipfitting. Most Welders employed by nongovernment employers furnish their own safety gear, such as goggles, hoods, gloves and aprons..

COMMENTS

At the present time there is no active apprenticeship program as such. The major union does have, however, a two-and-one-half year training program for Welder Helpers. There are no age requirements, but a test is given to establish an applicant's ability to read, follow directions and do simple arithmetic. Training in this program may result in a welding job in a specialized field, or may be a step in becoming a journeyman Combination Welder, depending on a man's capabilities. The wage of a Welder Helper varies under the union contract, but beginning at 65 percent of the journeyman's scale, he receives periodic increases; and, at the completion of the training period, the Helper receives from \$3.29 to \$4.00 an hour, depending on his level of accomplishment. Government employers have a similar program. A man may begin as a Helper at \$3.01 an hour, advance according to his abilities to be a "limited journeyman" (a Welder without sufficient depth in the trade for journeyman level) at \$3.34 an hour, or may go on to become a journeyman at \$3.67 an hour.

Recently, however, a two year on-the-job training program was completed through the cooperation of the union and a major employer and those who successfully passed a final performance test became journeyman Welders. Also there is currently a MDTA institutional training course being given at John O'Connell Trade School for Combination Welders.

Journeyman Welders working in shops receive from \$3.86 to \$4.25 an hour depending upon the union contract. Journeyman Welders working in field construction receive \$6.40 an hour plus subsistence, when working at a job site over 40 miles from San Francisco. All work an 8-hour day and a 40-hour week.

ELECTRICIANS

COMMENTS

Of the nearly 3,000 ELECTRICIANS employed in San Francisco, approximately twenty percent work in the ship-building industry. The remainder are employed in construction and maintenance work. Although employment in the occupation dropped slightly in 1967 as in all construction trades, it has now regained its loss. The employment of Electricians is expected to increase somewhat faster than in other construction crafts, with the ever-increasing use of electrical appliances and devices in homes, office buildings and industrial plants. Technological change is having considerable effect on the occupation, not by reducing employment, but by changing the knowledge and skills required, as increasing emphasis in the electrician's work is placed on electronics.

Almost all Electricians working in construction and maintenance are members of the International Brotherhood of Electricians. A man becomes a journeyman union electrician in San Francisco by completing a formal apprenticeship program or by passing the union-administered trade test to establish his ability to meet local performance standards after working in the trade either for the government, a local nonunion employer, or belonging to a union other than Electrical Workers Local #6.

The apprenticeship program is a four-year on-the-job training program, with formal classroom instruction two nights a week, and is under the auspices of the Joint Apprenticeship and Training Committee. Requirements for an apprentice are: a resident within the immediate commute area of San Francisco; a high school graduate or the equivalent; average or above grades in mathematics in high school; age 18 to 23 with two years allowed for military service; a valid California driver's license; and passing of an aptitude test followed by an oral interview. If all requirements are met, the applicant's name is placed on a list for referral to employers. If an employer elects to hire an apprentice, the applicant at the top of the list is referred and his apprenticeship begins. An eligible list remains active for 18 months. It then expires, a new test is given, and a new list is established.

Turnover for construction and maintenance Electricians is only moderate compared to other occupations in these fields. Approximately fifty percent of the workers are employed the full twelve months of the year, while most others work an average of nine to ten months. The work day is seven hours and the workweek 35 hours. Union journeymen Electricians receive \$7.38 an hour. Apprentices begin at fifty percent

COMMENTS

of the journeyman's scale with progressive raises each six months.

MARINE ELECTRICIANS are not required to master both preparation and installation tasks as are construction Electricians, because usually the Marine Electrician is assigned to either "the ship or the shop". In the shop, the Marine Electrician does the preparation work--thread the conduit, etc--while aboard ship, he does the installing. Work is dependent upon the activity in the shipbuilding and repair industry and, therefore, fluctuates. Union wages for Marine Electricians are \$3.65 an hour; they work a seven-hour day and a 35-hour week. The major government employer hires journeymen based upon past work experience. Helpers are given a written general Helper's test, followed by an oral interview. Wages paid are \$3.67 to the journeymen and \$3.01 to the Helpers. Hours worked are eight hours a day and 40 hours a week. Marine Electricians working for a government employer usually work twelve months a year.

PAINTERS

COMMENTS

There are 2,000 journeymen PAINTERS employed in San Francisco in the construction and maintenance of homes, office and industrial buildings; this discussion will not include the approximate 450 other painters employed in industries other than construction, such as auto and ship repair. The downward trend of recent years in the number of Construction Painters employed in San Francisco, is expected to continue, as worker productivity is increased by new techniques of applying finishes, and as the use of factory-painted materials increases. Further, most work for Painters in San Francisco is in matinenance and repair and, with growing use of maintenance-free surfaces, work decreases. Currently, twenty percent of the Painters work year round, while most others work six to nine months a year, with the highest incidence of unemployment occurring from November through March.

Most employers hire journeymen Painters through Painter's Union, Local #4. The union dispatches journeymen from "A" and "B" lists. The "A" list consists of members with over one year's local experience. Nonunion journeymen, whether from this area or elesewhere, and union journeymen from outside San Francisco are placed on the "B" list. Journeyman status is established by a test administered by a Joint Committee, comprised of two men representing the union and two men representing the employers.

Young men may enter the occupation through an apprenticeship program administered by a coordinator under the auspices of the Joint Apprenticeship Committee. In San Francisco, there is no minimum educational requirement for apprentices, but a person must be between the ages of 16 and 26 and successfully pass a general aptitude test given by the Department of Employment. Typically, the young man applying for admittance to the apprenticeship program has a job contingent upon being accepted into the program; if not, he is given a list of painting contractors and applies directly to the employers. The apprenticeship program consists of 5,250 hours of on-the-job training and 432 hours of formal classroom studies at night.

A Painter must be in good physical condition, have full use of his arms and legs, not be allergic to paints and fumes, be able to distinguish colors, and have no fear of heights. Journeymen Painters receive \$6.37 an hour and work a 7-hour day, 35 hour week. Apprentices start at 50 percent of the journeyman's wage and receive 10 percent raises each six months. Even with a 50 percent or higher turnover, there is an adequate supply of qualified journeymen to meet the needs of the industry.

COMMENTS

CEMENT MASONS

Over 400 CEMENT MASONS are employed in San Francisco, either in construction, or by a local government employer. The employment level in the occupation, while subject to seasonal fluctuations typical of the building trades, has remained fairly steady in the past few years and a moderate future increase is expected. Turnover, as in most other construction occupations, is fairly high. Cement Masons average fewer days worked per year than the average for other construction occupations in San Francisco, since they usually work only two or three days most weeks.

The occupation is highly unionized. Cement Masons, Local #580 has jurisdiction in San Francisco—most of the membership is Negro. The union dispatches workers according to qualifications (length of experience) and date of registration. At the present time there is no standardized trade test to establish journeyman status. A man is designated a journeyman once an employer pays him the journeyman scale—\$5.37 an hour. The work day is 8 hours. Overtime, at time-and-one-half, often arises because once cement has been poured, the work must be completed.

Few journeymen Cement Masons now employed have served a formal apprenticeship, but it is an established fact that those who have, enjoy steadier employment. Requirements for an apprentice are: 18 to 25 years of age, with the upper age limit subject to waiver for those returning from military service, and two years of high school or the passing of the GED at the tenth grade level. To keep an active apprenticeship program, the Joint Apprenticeship Committee recently sponsored a pre-apprenticeship training of six weeks. Applicants who successfully completed this training were placed with employers as indentured apprentices. At the present time, there are no definite plans for future pre-apprentice training programs. The length of the regular apprenticeship program is three years, with 144 hours of formal classroom instruction each year. An apprentice begins at 65 percent of the journeyman scale, or \$3.49 an hour, with scheduled raises each six months.

CARPENTERS (CONSTRUCTION)

COMMENTS

The largest single occupation in the construction industry is that of CARPENTER, a highly unionized occupation. There are about 15,000 journeymen carpenters employed in construction during the summer in the Bay Area; about 20 percent of these work in San Francisco.

A journeyman union Carpenter employed in construction in the Bay Area averages 1,300 hours of work per year. For the past five years, even at the seasonal peaks of construction activity, there have been journeymen on the bench who want work. To qualify for journeyman status in the union, a Carpenter must pass a written trade test, after either completing the unions' formalized apprenticeship program or by otherwise working in a capacity that would afford the opportunity to thoroughly learn the trade--working for a non-union contractor, for example. In other than construction, there are less than 500 journeyman Carpenters employed in maintenance and shipbuilding in the city.

The national union is sponsoring a federally financed (MDTA-OJT) pre-apprenticeship program, aimed at assisting unemployed and disadvantaged individuals to enter the apprenticeship program. Disadvantaged or unemployed persons who achieve a score of 60 percent on the apprenticeship test (basic arithmetic, simple trade questions, etc.) but fail to make a qualifying 70 percent, are considered for the 8-week classroom training to prepare for the apprenticeship test--the test is given on the second and fourth Wednesdays of each month in San Francisco. Apprentices begin at 60 percent of the journeyman's wage rate, and must start out with a minimum of \$50 in tools. High school graduation or the equivalent is required, but "equivalent" may be very loosely interpreted by the union. The apprenticeship is four years in length with 144 hours a year of night school required. To enter the program, a man must be between 17 and 27 (up to 32 if a veteran) and physically able to perform the work. Carpentry training and work experience in military service may be credited to a portion of a candidate's apprenticeship, by his demonstrating proficiency to the Joint Apprenticeship Committee.

The major government employer periodically hires Apprentice Carpenters at \$2.76 an hour (as of March 1969). An applicant must be 16 years of age and pass a civil service examination which, essentially, requires some high school training. Carpenter's Helpers are also employed by government employers and begin at \$3.34 an hour (as of March 1969). A Helper must successfully pass a written test and an oral interview. Those working in the carpentry trade for

COMMENTS

government employers usually work 12 months per year.

As of June 1968, union journeymen wages are \$5.71 an hour. Hours worked are 8 hours, Monday through Thursday and four hours on Friday, making a 36-hour week. Carpenters employed by government employers receive \$3.94 to \$4.08 an hour as of March 1969. Their work day is eight hours and work week 40 hours.

PLUMBERS AND PIPEFITTERS

COMMENTS

Approximately 1,900 journeymen PLUMBERS and PIPEFITTERS, Helpers and PLUMBER APPRENTICES are employed in San Francisco. Although the number of plumbers decreased in 1966 and 1967 with the slump in construction work, the up-swing in shipbuilding created a need for pipefitters or marine plumbers. Thus, total employment in the occupational group has remained steady and is expected to continue so. Turnover in the occupation is fairly low, and there is an adequate number of journeymen Plumbers and Apprentices to meet the employer needs. However, for Pipefitters and Helpers, the demand fluctuates with the level of activity in shipbuilding, and at times there is a shortage of journeymen Pipefitters.

Except for those working in civil service, membership in the Plumbing and Pipefitting Industry Union is nearly always required for journeymen Plumbers, Pipefitters and Apprentices. A five-year apprenticeship is required for union journeymen Plumbers in San Francisco. The apprenticeship program—on-the-job training with 2 nights per week of classroom instruction—is under the auspices of a training coordinator representing a Joint Committee. Requirements for an Apprentice Plumber are: 18 to 25 years of age; high school graduation or the equivalent; passing a written examination, followed by an oral interview. For the past three years, there has been no examination given for Apprentices because of the high unemployment amongst the presently indentured Apprentices—an average of 40 jobless per week out of 109 in all.

A man coming from another area or a local man with non-union experience must establish five years experience as a Plumber by affidavits from previous employers, and then pass a building trades Plumber's test, before he is admitted into the union as a journeyman. All journeymen Plumbers working in San Francisco are required to be licensed by the City of San Francisco—this requires the passing of a written test.

PIPEFITTERS and HELPERS from other areas or who have worked for a nonunion local employer are required to take and pass a building trades metals test, which is less comprehensive and less stringent than that required of the Plumber. The major government employer hires journeymen Pipefitters on the basis of past work experience. Nonjourneymen level pipefitters hired by the government employer as Helpers are required to pass a written general Helper's mechanical test. Then the applicant is screened at an oral interview and hired as vacancies occur.

COMMENTS

Most Plumbers and Apprentices work on an intermittent basis and average between eight and nine months work per year. Pipefitters and Helpers working for a government employer work a full 12 months. Those working for non-government employers must rely upon activity in the shipbuilding industry for employment.

The journeyman Plumber receives better than \$7.00 an hour and works a 7-hour day and a 35-hour week. The Pipefitter working for a nongovernment employer receives \$3.70 an hour and the Helper receives \$3.40; both work an 8-hour day and a 40-hour week, as do the Pipefitter and Helper working for a government employer. The Pipefitter receives \$3.67 an hour and the Helper \$3.01 from the government employer.

OCCUPATIONS IN THE PRINTING INDUSTRY

COMMENTS

The five-county Bay Area's printing-and-publishing industry ranks as the sixth largest in the nation. In the Bay Area as a whole, the industry's employment has shown some growth over the last ten years, while in San Francisco its employment has declined. Still, the city's 10,000-plus printing-and-publishing jobs make up more than half of the Bay Area's employment in this industry. Printing-and-publishing is the second largest manufacturing industry in San Francisco, exceeded in employment only by food processing. However, printing-and-publishing exceeds all manufacturing industries in the number of blue collar jobs.

Technological changes in the industry and the relocation of firms outside of San Francisco have caused a downtrend in employment in recent years. With modernization and changes in techniques and methods of printing, fewer workers are now required in the production process. The present level of employment, however, is expected to continue, as increased output balances off higher worker productivity. Turnover in the industry is only moderate.

In San Francisco, a large portion of the printing-and-publishing firms are small--over one-half employ fewer than ten people. Firms engaged in commercial or job printing account for much of the industry's employment. The industry is highly unionized; most firms are union and most workers are members of one of the seven printing trades unions.

Workers in printing occupations are also employed in government establishments and private firms that do their own printing--banks, insurance companies, manufacturers of paper and metal containers--and in service establishments offering photocopying, duplicating, blueprinting and similar services. Such workers are not under discussion here--rather, only those working in the printing-and-publishing industry itself, where there are over 4,500 workers involved in the actual printing process. Three-fourths of these workers are employed in the skilled occupations, such as compositor, photoengraver, lithographer or pressman, and one-fourth in lesser-skilled production worker occupations, such as bindery worker, general helper, material mover or clean-up man.

The four major groups of workers are: Typographical Workers, Lithographers and Photoengravers, Printing Pressmen and Bindery Workers. In addition to these major groups, there are specialty occupations such as stereotypers and electrotypers, paper products printing specialists and mailroom workers. Although only the major groups (in order of number of members employed) are discussed in the

COMMENTS

following statement, hiring and training is basically the same for all printing industry occupations. For example, journeyman status for the various printing occupations can be established by a formal apprenticeship program of from four to six years, or by verified work experience for a non-union employer in San Francisco or elsewhere.

TYPOGRAPHICAL WORKERS are those employed in composing room occupations. In San Francisco, most are members of the International Typographical Union, Local #21. Although there are various categories of these occupations (for example: compositor, typesetting machine operator, makeup man and proof reader) the major union employers have only two classifications of workers in each of these occupations--Journeymen and Apprentices. Both journeymen and apprentices are hired through the union by major employers. Unlike other groups of printing occupations, there are no routine or helper's jobs among Typographical Workers in the composing rooms of the major union firms.

Entry to these occupations is made through an apprenticeship of six years--either a formal apprenticeship under the auspices of the Joint Apprenticeship Committee, or an informal apprenticeship (verified work experience). The union has sponsored a "Martin Luther King Living Memorial" program for the apprenticing of the disadvantaged. In this program an applicant for apprenticeship is given a pass/fail written test. If he fails the written test, he is tutored by a journeyman to enable him to pass when taking it the second or even the third time if necessary. If he passes this, he is given an aptitude test. Applicants for apprenticeship (whether they are from the Martin Luther King program or not), having passed both written and aptitude tests, are put on a list in order of their date of registration and are indentured as openings occur. The list is kept to ten so no one will wait too long; when one list is exhausted, another is established.

As in all printing crafts, wages vary with the job performed--a copy-holder receives from \$3.22 to \$3.78 an hour and a compositor may receive up to \$4.90 an hour.

The three major kinds of workers in the LITHOGRAPHIC OCCUPATIONS are: Journeymen, Helpers and Feeders and General Production Workers. Lithographic printing has not only been the fastest growing of San Francisco's commercial or job printing processes, but also has

COMMENTS

experienced the greatest technological changes. New techniques and methods are constantly being developed, forcing the workers to acquire new skills. Recently the Graphic Arts Institute was opened in San Francisco for the retraining of journeymen lithographers employed in the industry to enable them to learn the needed new skills.

Many of the workers employed in printing processes by lithographic firms are women. They perform lighter duties such as labeling, sorting and collating, and receive a slightly lower salary than men who perform heavier work and jobs demanding higher skills.

Most workers are members of the Lithographers and Photo-engravers Union, Local 17-L. Journeymen and Feeders are dispatched by the union from an out-of-work list of members and nonmembers, according to their date of registration. Most General Production Workers are hired directly by the employer and experience is usually not required.

For the lithographic occupations in San Francisco, union journeyman status is attained by a four-year formal apprenticeship, or verified work experience if the worker has been employed by a nonunion employer here or in another area. Apprentices are usually selected as needed by employers from workers already employed in the industry as Helpers, Feeders, or General Production Workers, in that order. An apprentice must be 18 years of age (no upper age limit) and a high school graduate or the equivalent. However, employment in the industry in a production classification may be substituted for the educational requirement on a year-for-year basis.

Union wages paid an inexperienced worker to start are from \$2.756 to \$2.906 an hour, and at the end of the six-month training period advance to \$3.402 to \$3.587 an hour. For other than General Production Workers, union wages range from \$4.328 to \$4.442 an hour for semi-skilled workers, and for journeymen, from \$5.40 to \$6.43 an hour depending on the job and degree of skill required. Nonunion wages are not as high but also are dependent upon the job and skills required.

There are two separate classifications of PRINTING PRESSMEN: those employed primarily in newspaper printing plants and those working in commercial or job printing shops.

COMMENTS

In newspaper printing plants, most pressroom employees belong to the Web Pressmen's Union, Local #4, and there are three categories of workers--JOURNEYMEN, APPRENTICES and MISCELLANEOUS WORKERS. Most Miscellaneous Workers are hired directly by the employer and the entry job's duties vary from plant to plant. It may be cleaning up ink, sweeping up, handling printing plates, or generally helping the journeyman Pressman. As openings occur for apprentices, the Miscellaneous Worker may advance to that position. The apprenticeship is a four-year program governed by the union and management, consisting of on-the-job training with no formal classroom instruction--the educational portions of the training are met by correspondence courses.

In commercial printing establishments, most workers in pressroom occupations are members of the Western Graphic Arts Union, No. 14. There are about thirty occupational categories; within each of these categories are two classifications: JOURNEYMEN and ASSISTANTS, each having apprentices. Most union employers in San Francisco require past experience or training. Training courses are regularly given at City College of San Francisco and at times through MDTA. Experience is usually gained by working for a nonunion local employer or outside of San Francisco.

To work as an Assistant, a worker serves a two-year apprenticeship under the auspices of the Joint Apprenticeship Committee. To enter the apprenticeship program, an applicant applies to an employer or the union. A re-evaluation of entry requirements for the Assistant apprenticeship program is being undertaken by the J.A.C. It is expected that the requirements will be similar to those of other apprenticeship programs in the local printing industry.

To become a Journeyman, a worker must serve a four-year apprenticeship, after two years as an Assistant. Thus, to attain Journeyman Pressman status in San Francisco a worker must complete at least eight years of on-the-job training.

Wages vary not only with the classification of work but also with the type of printing firm. An apprentice Assistant begins at 60 percent of the assistant's wage, and an apprentice Journeyman begins at 85.5 percent of the journeyman classification in which he is working. Journeyman Pressman's wages range from \$4.54 to \$5.70 an hour, and assistants receive from \$4.24 to \$4.33 an hour.

COMMENTS

Bookbinders and Bindery Women are the two journeyman classifications in the BINDERYWORKER group--the smallest printing occupation group under discussion. Miscellaneous Male Employees and Female Specialty Workers are the lesser-skilled classifications in the Bindery group. These workers are employed in most types of printing and publishing firms excepting newspaper printing. There are far more women employed in Bindery occupations than men--nearly three to one.

The majority of workers in Bindery occupations are members of Bookbinders' and Bindery Womens' Union, No. 31-125. Most journeymen are hired through the union, but the lesser-skilled production workers are usually hired directly by employers. Nonunion members have 30 days to join the union after their first day of work. Journeyman status for Bookbinders and Bindery Women is attained by an apprenticeship of five years for men and three years for women. The apprenticeship period was previously established by work records of the time required. Presently, a formal apprenticeship under the auspices of a Joint Apprenticeship Committee is being inaugurated, and those production workers now in the industry will have first opportunity to become indentured apprentices. For those who have previously worked for a non-union employer or outside of San Francisco, an oral interview is given by the Executive Committee of the union. If journeyman status is evident, the worker is referred to an employer who makes the final determination of the worker's qualifications. No trade test of any kind is given by the union.

Most union employers will hire Bindery Workers with no experience as Miscellaneous Male Employees or Female Specialty Workers, and give them on-the-job training. Men have a four-month training period and women a six-month one. Men's wages begin at \$3.256 an hour and after four months rise to \$3.507. The women begin at \$2.477 an hour, after three months they receive \$2.681 an hour, and after six months \$2.899 an hour.

Bookbinder apprentices start at fifty percent of the journeyman Bookbinder's wage (\$2.505 an hour) and receive progressive raises. After five years, they receive \$5.01 an hour. Binderywomen apprentices begin at seventy percent of the journeywomen's scale (\$2.388 an hour), receive progressive raises, and after three years, make \$3.411 an hour.

OCCUPATIONS IN THE GARMENT INDUSTRY

COMMENTS

San Francisco's apparel manufacturing industry employs nearly 8,000 workers, recording only moderate job growth over the last ten years. Apparel is the city's third largest manufacturing industry. It is the largest employer of women in manufacturing, with a significant portion of these women workers being foreign-born. Seventy percent of the firms in the industry employ less than twenty persons. Many of these small businesses are of the "store front" variety commonly seen in Chinatown. There are, however, three firms employing 250 or more workers in the city.

The garment industry is highly seasonal. The June through August period, when the production of the fall line is underway, is the peak season, but employment fluctuates widely throughout the rest of the year. Large employers hire directly through the unions or through the California State Employment Service. Smaller shops tend to be non-union.

The major job in the industry is SEWING MACHINE OPERATOR, with the greatest demand being for single-needle machine operators. Women's wear, requiring the most skillful Sewing Machine Operators, dominates the city's apparel industry. These manufacturers depend largely on the immigration of experienced operators from other garment centers in the United States and from outside the country. Neither formal education nor mastery of the English language is required. There is no formal apprenticeship program. Employers have, on occasion, trained on the job, when the supply of experienced operators was low. The John O'Connell Trade School has had training courses in the occupation. Operators work on a piece-rate basis with a guarantee of the minimum hourly wage. Opportunities for promotion are practically nonexistent--only the very large firms have foreladies.

There is a great demand for MACHINE CUTTERS in the city's garment industry. Cutters are generally male--lifting of heavy bolts of cloth is usually a part of the job. The basic pay rate is between \$3.00 and \$3.50 an hour; some shops pay bonuses to their better Cutters. Union shops have a 35 hr.wk. Because of the shortage of Cutters, employment in the occupation is steadier, overtime work at premium pay is readily available, and "moon lighting" is not unusual. Locally Cutters are trained informally on the job, starting out as a LABORER, GARMENT (helper) earning about \$1.95 an hour, advancing to SPREADER (spreads cloth) in preparation for cutting) and then moving up to the Cutter job.

COMMENTS

During peak periods of activity in the garment industry, PRESSER--both hand and machine--are in short supply. Both men and women work in this occupation, with typical earnings on piece-rates running about \$3.00 an hour. A good fast Presser earns up to \$5.00 an hour. A good machine Presser is proficient on most kinds of pressing machines. Pressers in laundry and dry cleaning establishments use the same machines, but seldom get jobs in the garment industry, although laundry presser is a declining occupation. They are not used to the speed required, and pressing new clothes is somewhat different from pressing cleaned clothes.

COMMENTS

PRODUCTION WORKERS

The term PRODUCTION WORKERS, as used in the Profiles, refers to workers in the manufacturing process holding semiskilled or unskilled jobs. Excluded, therefore, are workers in skilled occupations and their apprentices. The term Production Worker does not refer to a single occupation, but rather to a wide range of occupations below the skilled level. These occupations are being treated as a group, because the distinctions between such jobs are not always clear and are not as important as other factors, such as the characteristics of the industry in which the worker is employed.

Workers in the manufacturing industries in San Francisco are highly unionized. In the durable goods manufacturing sector, most Production Workers (particularly at the entry level) solicit their own jobs from employers. Most unions register members and nonmembers alike on "out of work" lists, and refer workers to employers according to their date of registration and work experience. In the nondurable goods manufacturing sector, with the exception of meat processing plants, most firms hire only through the unions. In some seasonal industries such as ice cream, beer, and metal can manufacturing, where there are regular, anticipated layoffs, employers usually maintain a recall list based upon seniority.

Production Worker jobs will be discussed in the ensuing section by industry--durable goods manufacturing industries first, followed by the industries engaged in nondurable goods manufacturing.

Production Workers--Durable Goods Manufacturing

Over 5,000 PRODUCTION WORKERS are employed in the manufacturing of durable goods, primarily in fabricated metals such as metal cans, hardware, heating and plumbing equipment and other steel products. Many others are employed in the manufacturing of electrical and nonelectrical machinery, furniture and fixtures, and other miscellaneous products. Not included in this number, nor in the following statements, are workers engaged in shipbuilding and repair. These workers will be discussed elsewhere in statements about occupations within that particular industry. Also excluded from the following statements are various manufacturing industries, where the number employed are so few and where the jobs are

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so highly specialized, as to minimize entry jobs for lesser-skilled workers.

Depending upon the product manufactured, the proportion of women Production Workers employed by any one durable goods firm in San Francisco may be from zero to ninety-five percent--the higher percentages of women are employed in the assembling of items with small components. However, the total number of women working in the occupational field of Production Worker is not large in San Francisco.

Turnover is moderate for workers who have gained seniority, but for nonseniority workers--the new hires--turnover is high. Replacements are needed for those leaving for other work, and for those upgraded within the plant. Replacements are usually made at the entry level.

In San Francisco, most Production Workers are union members. Locals include Production Workers Unions affiliated with the International Association of Machinists (Local #1327), International Association of Bridge, Structural and Ornamental Iron Workers (Local #790), International Brotherhood of Electrical Workers (Local #892), United Steel Workers, Furniture Workers (Local #3141) or Upholsterers (Local #28).

In the FABRICATED METALS and NONELECTRICAL MACHINERY industries, most employers hire inexperienced workers for entry jobs and give on-the-job training. The particular entry job depends upon a worker's ability, and the job may be as an assembler, a basic machine feeder, a clean-up man, or as a general helper loading or moving materials. Usually there is a 30-day probationary period and a 30 to 90-day training period. For the entry job, a worker is most often hired directly by the employer and has 30 days to join the appropriate union. Applicants usually must be 18 years of age and, when applying to those firms with more than one shift, willing to work any shift. Most employers have no minimum educational requirements and do not give a test of any kind, with the exception of one major employer who requires high school graduation or the equivalent and sends applicants to the Department of Employment for the General Aptitude Test Battery (GATB). Some other employers require applicants to be able to read, write and speak English; and this is tested by having the applicant fill out his own application.

The entry wages for workers with no experience vary with the individual manufacturing firm from \$2.74 to \$3.37 an hour. During the training period, the worker receives

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regular, periodic raises, and at the completion of the training, the wage received is from \$3.04 to \$3.47 an hour. Wages for a new hire, who has had six months or more experience in related fields in Bay Area manufacturing firms, range from \$2.89 to \$3.47 an hour. Most employers upgrade Production Workers according to ability. As experience and new skills are acquired, wages are increased according to the job performed. For example, with continuing on-the-job training, in three to four years, a worker may become a production machinist and may earn \$4.00 an hour or more, depending upon the firm and product manufactured. The production machinist operates the more intricate machines but is not a true machinist. Nor does working as a production machinist lead to a job as a Shop or Marine Machinist, discussed elsewhere in the statement entitled "Machinist".

In San Francisco ELECTRICAL MACHINERY and EQUIPMENT manufacturing industry firms are generally small--few having over forty employees, and nearly half less than ten. Most employers hire Production Workers through the unions and require some experience in related work or specialized training, such as may be acquired at John O'Connell Trade School (such as wiring and soldering). The unions dispatch members and nonmembers alike from "out of work" lists, and a nonmember has 31 days to affiliate with the appropriate union when hired. Production Workers in this industry usually do such jobs as assembling, wiring and soldering. It is the employer who determines a worker's capabilities. No trade test is given, although one major employer gives a finger dexterity test. A new hire usually has a 30 to 60 day probationary period. Wages vary from firm to firm and are generally slightly lower than in the fabricated metal and nonelectrical machinery manufacturing industries. The wage for entry jobs ranges from \$1.92 to \$2.23 an hour, and with periodic raises, after six months employment, from \$2.84 to \$2.95 an hour.

In FURNITURE MANUFACTURING in San Francisco, Production Workers working in bedding, framing and upholstering plants have an on-the-job training period of from one to three years, depending upon the degree of skill to be attained. There is very little turnover in the occupation and few openings. If no one is available at the union, employers will fill vacancies at the entry level, hiring from personal applications. The entry job may be as a laborer--

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loading, unloading or moving materials, "tailing off", and packaging--or as a general helper. Wages vary from \$2.48 to \$2.78 an hour--the upholstery plants paying the higher wages. After the training period is completed, wages range from \$3.49 to \$3.71 an hour. Work in the industry is highly seasonal--November is the peak month, and January to May the slow months.

Few Production Workers are employed in the manufacturing of OFFICE and STORE FIXTURES. Most workers are skilled craftsmen, such as cabinet makers or sheet metal workers, and most of the entry jobs in the industry are as apprentices for these crafts. The major employers hire workers only through the unions--Millmen's Union, No. 42 or Sheet Metal Workers, No. 104.

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Production Workers—Nondurable Goods Manufacturing

PRODUCTION WORKERS employed in nondurable manufacturing, excluding those employed in the printing-and-publishing and apparel industries (these industries are discussed separately) total more than 5,000, with approximately 80 percent of the jobs in the food processing industry. Because of the concentration of Production Workers in the food industry, this section will deal only with those workers. The rest of the Production Workers in nondurable goods manufacturing (excluding the apparel and printing-and-publishing industries) are found in virtually all the other nondurable industries, but not in large enough numbers to warrant discussion here. Workers in San Francisco's food processing firms are highly unionized, and employers, with the exception of Meat Processing Plants, usually hire only through the unions.

Employment in MEAT PROCESSING (processing plants, not retail shops) has been declining in San Francisco, as firms relocate to other parts of the Bay Area and elsewhere--a trend expected to continue. There are currently less than 1,000 Production Workers employed in the industry in San Francisco; and this group of workers comprises approximately 60 percent of the total employment in the Meat Processing Industry.

The workers are highly unionized and belong to either the Butchers Union, No. 115, Sausage Makers, No. 203 or Meat Cutters, Butchers-Slaughter House, No. 508. The unions refer members and nonmembers, according to their date of registration and type of work performed in the past, to employers. However, most employers hire Production Workers directly from personal applications. Nonmembers have 31 days to join the union after beginning their work.

Most employers hire people with little or no experience as "Miscellaneous Workers", the industry's term for lower-skilled Production Workers. For men, this entry-level job is often as a general helper—loading, unloading or moving materials, packaging or cleaning up. For women, who perform the lighter work, entry jobs are usually in the packaging department.

Higher-skilled Production Workers can perform most of the jobs within a plant, such as beef boning or breaking, boning or stuffing fowl, or working on the cutting block. They do not work as a jobbing-butcher, since there is a two-year formal apprenticeship for that position.

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Displaced Production Workers from meat processing plants frequently experience difficulty in obtaining re-employment, because their skills, with the exception of packaging, are not easily transferrable to other jobs outside the industry. Their skills are not those required for retail butcher shops, nor do the skills acquired in processing plants lead to becoming a shop-butcher.

Production Workers in meat packing plants are among the most highly paid in manufacturing, with average weekly earnings about one-fifth more than the average manufacturing wage. Wages vary with the product processed and classification of work performed. Beginning wages for an inexperienced worker may be from \$3.44 to \$3.52 an hour, and as experience is gained, from \$3.60 to \$4.98 an hour. Turnover in most of the industry is moderate and there is little seasonality.

Most Production Workers in the BEVERAGE manufacturing portion of the food processing industry are members of Bottlers Union No. 896 or Warehousemen's Union No. 6. The unions dispatch members according to seniority within a plant and, then, members and nonmembers according to date of registration as openings are received. Since the work does not require a high degree of skill, an inexperienced person may apply and be dispatched. There is no age restriction for applicants, although employers in the breweries prefer a worker to be 21 or over as the "beer with lunch" policy for workers still prevails. Anyone under 21 must agree to the stipulation that he will consume no beer. Even for seniority workers, the work is seasonal and for nonseniority workers, the periods of employment are very erratic.

Wages for men range from \$3.505 to \$4.34 an hour, depending on seniority and the product manufactured. There are few female Production Workers employed in Beverage manufacturing and, because of the lighter work they perform, their wages are lower, ranging from \$3.06 an hour for an inexperienced worker, to \$3.27 after one year's employment.

When discussing the BAKERY INDUSTRY portion of food processing, reference is to the mass production of baked goods, not to baking in a retail bakery shop setting. (There are

no Production Workers employed in retail shops, as most of such work is performed by hand and a higher degree of skill is required. The journeyman Baker in a retail shop attains his status by serving a formal four-year apprenticeship.) In the plant where work is greatly mechanized, most baking employees are considered Production Workers. A worker may become a journeyman Baker in the plant by learning the work on the job, and progressing according to his ability--there is no formal apprenticeship program. Experience at the journeyman Baker level in a plant does not qualify a worker for the higher-skilled retail shop journeyman Baker occupation.

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Most workers in both the retail shops and baking plants in San Francisco are members of the Bakery Workers Union No. 24. The union registers and dispatches members and nonmembers according to qualifications (members first), and a non-member has 30 days to join the union. An inexperienced worker has the best chance of being referred to a job during peaks of employment such as October to December and prior to Easter and Mother's Day. The entry job as a Production Worker may be pan greaser, pot washer, cake dumper, sanitor or general helper. Union wages begin at approximately \$3.00 an hour, and for a journeyman Baker in a plant are \$4.15 an hour, with a 7 hour day and 35 hour week.

Usually in the plants, women work only in the wrapping department where the work is less heavy--the workers are predominantly women in that department.

In the DAIRY portion of the food processing industry--in San Francisco, principally milk and ice cream plants--all plant men are Production Workers and receive wages of \$4.433 an hour as of April 1, 1969. Workers in the plants are members of Milk Wagon Drivers, No. 226, and a new hire has 60 days to join the union if not already a member. The work of a plant man is not highly skilled and only a few days of on-the-job training are needed for an inexperienced new hire to learn his job. As openings occur, plant men may be upgraded to classifications, such as box-men, freezer-men or weighers and samplers, which pay a minimally higher wage but are considered more prestigious and require slightly higher skills.

Work in ice cream plants is very seasonal, with the June-to-September and November-through Christmas periods being the

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peaks. During these periods, extra workers, usually students seeking summer and holiday work, are hired as plant men. With the exception of these workers, turnover in the industry is only moderate. In ice cream plants, about one-fourth of the Production Workers are women who perform lighter work, and receive a wage of \$3.26 as of April 1, 1969.

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